

Town of Crested Butte Safety Manual

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INTRODUCTION

The Town of Crested Butte recognizes its obligation to provide the safest possible working conditions for its employees; and, in the event of an accident, prompt first aid and medical care to minimize personal injuries. This requires that employees be provided proper safety equipment and training. Job task instruction and the development of acceptable work practices must be completed and frequently reviewed. Supervision plays a key role in an effective Health and Safety Program.

Because of the suffering, financial loss and hardships employee injuries cause to families, safety is of prime importance to every employee. Each employee must follow safe practices and obey safety rules.

Safety is the responsibility of all employees. Management must develop a sound Health and Safety Program. Department heads and supervisors must aggressively support the Safety Program and enforce all Town of Crested Butte policies and procedures. Employees must comply with all safety and health rules.

Accident prevention and efficient production go hand in hand. All employees, supervisors and managers must work continuously to promote safe practices and maintain property and equipment in safe operating condition.

The Town of Crested Butte Safety Manual is intended to provide vital information in the effective reduction and elimination of accidents and injuries in the workplace. The information contained in this Safety Manual has been taken from a number of various resources. This information is considered to be the accepted practices in sound, effective safety and health programs throughout the United States. Compliance with these work practices will prevent needless and costly accidents and injuries.

Accidents and injuries to Town of Crested Butte employees are costly to us all. These preventable injuries and illnesses cause hardships to workers, families and to the people of Crested Butte. The time lost from jobs, medical expenses and compensation payments drain tax dollars away from much needed services and programs. This loss must be kept to an absolute minimum.

Susan R. Parker, Town Manager
Town of Crested Butte Safety Manual

1.0 GENERAL SAFETY RULES

General Safety Rules are those guidelines that may be common knowledge but sometimes forgotten. These rules may apply to many or all of the other sections of the Town of Crested Butte Safety Manual.

1. Sleeping is not permitted during normal working hours.
2. Employees shall be in a physical and mental condition to conduct normal working activities. The use of prescription medications shall be reported to your Supervisor.
3. The possession or use of alcohol or illegal drugs on Town of Crested Butte property or jobsites is strictly prohibited.
4. Fighting or horseplay is strictly prohibited.
5. Theft will not be tolerated.
6. Smoking is not permitted in Town buildings or in Town vehicles. The Town of Crested Butte workplace is a designated “smoke free” workplace.
7. Personal protective equipment shall be worn at all times when required to do so.
8. Employees' tools and equipment shall be in proper working condition.
9. All tools and equipment is subject to inspection by Town of Crested Butte Management.
10. Follow instructions in the owner’s manual for proper operation of tools and equipment.
11. Good housekeeping practices shall be maintained at all times.
12. Learn the location of the nearest fire extinguisher and first aid kit.
13. Notify your supervisor immediately if any extinguisher or first aid kit is used.
14. Familiarize yourself with the proper use of fire extinguishers.
15. Report missing equipment immediately to your Supervisor.
16. All equipment used during the work day shall be de-energized and secured at the end of the day.

17. Hazardous wastes such as waste oils, hydraulic fluids, cleaning fluids etc. shall be disposed of in a proper manner. Contact your Supervisor for proper disposal procedures.
18. All speed limits and signs shall be adhered to.
19. Report accidents immediately to your Supervisor. Complete the necessary forms when reporting accidents. Forms may be obtained from your Supervisor or from the Finance Department.
20. Report any and all unsafe work situations to your Supervisor.
21. In the event of an evacuation from a building immediately contact your Supervisor so that a personnel count may be conducted.
22. Return to work areas after receiving proper approval from your Supervisor.
23. Bend knees, keep back straight when lifting. Leg muscles, not your back, should do the work.
24. Get help when lifting heavy loads.
25. Do not interfere with personnel using power tools or motorized equipment.
26. Use equipment with safeguards that are adequately designed and intended for normal operations.
27. Become familiar with other Town of Crested Butte Programs such as Evacuation, Excavation, Bloodborne Pathogen, Respirator, Hazard Communication, Confined Space, Hearing Conservation, Lockout/Tagout, etc.
28. Ask questions if you are not sure about a task or job assignment.

2.0 ABRASIVE WHEELS

Abrasive wheels can be found in various work locations. This equipment is used to grind, sharpen or polish other materials. Grinding wheels can be found in Maintenance shops, tool rooms, garages, workshops, on service trucks and many other locations. Serious injuries to the eyes, skin and body have resulted. Only with proper inspection, care and maintenance can this equipment be used in a safe manner.

1. Read and follow all aspects of the Owner's Equipment Manual.
2. Use only approved grinding wheels and accessories.

3. Inspect and conduct a "Ring Test" on grinding wheels before wheels are installed.
4. Inspect grinding wheels before each use.
5. Make sure that the grinding wheel is properly secured.
6. Wear approved eye and face protection when working with this equipment.
7. All floor mounted grinding wheels shall be equipped with a tool rest, compression washers, glass shield, hood, guard on the belt drive and fork rest adjusted to 1/8 inch.
8. Adjust work rests and guards as often as necessary to maintain proper adjustment.
9. Secure grinding wheels to the floor or work station when possible.
10. Shut off defective equipment and report it to your Supervisor immediately.

3.0 ACID SAFETY WORK PRACTICES

Acids can produce serious injury to all parts of the body. Acids have a pH from 0-7. Acids are corrosive to metals and other materials as well. Acids have been blamed for fires and failure of mechanical equipment. Acids have names such as hydrochloric, acetic, muriatic, sulfuric or nitric. Acids are used to clean, strip or remove grease, oil, paint or neutralizing alkalies or caustics.

1. Personnel shall wear the following personal protective equipment:
 - A. Splash-proof chemical resistant goggles
 - B. Chemical resistant gloves
 - C. Chemical resistant aprons
 - D. Chemical resistant shoe coverings
 - E. Faceshield when mixing chemicals.
2. Areas where nitric acids, sulfuric acid, hydrochloric acid, and acetic acids are used, handled, or stored shall be posted with a sign reading:

NAME OF ACID OR BASE

DANGER! CAUSES SEVERE BURNS

Do not get in the eyes, on skin or clothing
Avoid breathing mist or ingestion

3. Transfer of Sulfuric acid, Nitric Acid, Hydrochloric Acid or Acetic acid from one (1) container to another, or into any process, shall be performed in such a manner to prevent spillage or leakage.
4. If acids are to be diluted with water, then the acid must be added to the water.
5. Adequate ventilation must be provided when working near any of the tanks containing acids.
6. Safety showers shall be located in the general proximity of the dipping operations. These showers and eyewashes shall be maintained and tested on a monthly basis.
7. Smoking is not permitted near any of the tanks.
8. Employees are encouraged to practice sound personal hygiene practices when working near any of these tanks or with any of these chemicals.
9. Employees must read the Material Safety Data Sheet before working with any of the chemicals.
10. If a spill should result, the following steps shall be taken:
 - A. Evacuate the area immediately.
 - B. Warn others who may come in contact with the spill area.
 - C. Notify your Supervisor
 - D. Refer to the Material Safety Data Sheet for instructions to cleanup minor spills
 - E. Notify the designated individuals who have been specifically trained in proper spill containment and cleanup techniques.
 - F. Immediately notify the local Fire Department if large spills occur.
 - G. Report any injuries or illnesses immediately.

4.0 BARRICADES

Barricades are devices designed to inform the general public, workers and all personnel in the vicinity of potential dangers. These dangers could be located overhead, on the ground or below the ground. Barricades could be signs, barrier tape, barricades or cones. These devices warn everyone in the area of the potential dangers to them or workers in the area.

1. Working in traffic exposes employees to extreme danger. Construction and maintenance work on streets and roadways can result in hazards to workers, motorists, and citizens alike. Since the risk of injury or death in such work is significant, certain safeguards must be instituted to minimize the risks.

Manual on Uniform Traffic Control Devices (MUTCD)

2. All Town work zone set-ups must conform to the MUTCD. Published by the Federal Highway Administration, the MUTCD is the standard manual for signs, barricades, lights, and warning devices used to protect work areas under construction in the roadway. Supervisors are responsible for assuring that employees doing job site set-ups are trained in its provisions. Failure to protect a work zone according to MUTCD specifications leaves the Town open to liability claims. (Copies of the Manual can be obtained by contacting the Superintendent of Documents, US Government Printing Office, Washington DC 20402, stock # 050-001-00308-2.)

Planning

3. Before undertaking any construction, planning must be done. With minor jobs such planning may be minimal. Larger projects may require considerable planning efforts. As a minimum, consideration must be given to the hazards that passing motorists may pose to workers, and the hazards that the construction may pose to passing motorists. Also, does the work pose any risks to pedestrians or bystanders? How much of the roadway will need to be blocked off? Where should work vehicles and equipment be placed? Will the construction be left open at night? Will flaggers be necessary? Will visibility be a problem to motorists? In answering such questions by referring to the MUTCD, potential risks can be identified and appropriate steps can be taken to control such risks.

Training

4. Training is essential if employees are to be expected to set up a work zone in conformance with the MUTCD, and to work safely within the work zone. Supervisors should assure that they and their workers receive proper training through at least one of several sources available, including the Colorado Contractors Association, the American Traffic Safety Services Association, and the Colorado Transportation Information Program through Colorado State University, and CIRSA, the risk sharing pool for Colorado municipalities.

Personal Protective Equipment

5. Safety vests or clothing bright orange in color and approved hard hats or soft caps shall be worn by all personnel while working on or near traveled right of ways.
6. Vests should be equipped with reflective tape that is visible at night.
7. A hard hat should be worn whenever there is exposure from overhead work to impact, or from falling or flying objects, or to electrical shock and burns. Hats should be of a color that enhances visibility, and may be equipped with reflective tape for enhanced night visibility.
8. Other personal protective equipment such as ear plugs/hearing protection may be required depending on the type of work being done. The object is to make workers as visible as possible to motorists, especially if work is required at night.

Protection of the Public

9. Work areas should be properly protected for safety of the public. Signs and barricades shall be erected in such a way as to warn of the existence of a hazard, and prevent or minimize entry into hazardous areas.
10. Barricades with warning tape, signs, flags, cones or other approved devices must be erected to restrict access in an area where hazards to traffic or pedestrians may exist. This could include a subsurface or overhead hazard.
11. Excavations or open manholes, or the like shall be adequately barricaded.
12. Warning lights may be installed, or visible barricades erected if openings are left overnight.

5.0 BATTERY SAFETY

Batteries are used as a source of power. Batteries are used in all types of equipment requiring power. These devices may be as small as a watch and as large as a forklift. Injuries have

resulted when people do not inspect, handle, maintain or service batteries. Some batteries contain sulfuric acid and can produce hydrogen. This can result in fires and explosions. Acids also present specific hazards.

1. Read the Owner's Manual before working with batteries.
2. Wear approved personal protective equipment when working in or near batteries. This may include but is not limited to eye and face protection, safety shoes, chemical apron, and hand protection.
3. Charge batteries in an adequately ventilated area.
4. Eating, drinking and smoking is prohibited near charging operations.
5. Vehicles shall have the brakes applied before charging operations begin.
6. When disconnecting a battery always remove the ground cable first in order to prevent sparks if the wrench is accidentally grounded.
7. When installing a battery always attach the ground cable last.
8. Care shall be taken to assure that vent caps are functioning properly.
9. Carefully store battery electrolytes. Follow the Manufacturer's recommendations.
10. Avoid contact with sparks, open flames or electric arcs in charging areas.
11. Tools and other metallic objects shall be kept away from the top of uncovered batteries.
12. Follow precautions relating to the use of sulfuric acid when charging batteries.
13. Equipment should be used if batteries must be removed from vehicles.
14. Use proper lifting techniques if batteries must be removed by individuals.
15. Report any accident or injury to your Supervisor immediately.
16. Report unsafe conditions to your Supervisor immediately.

6.0 BLOODBORNE PATHOGEN

Bloodborne Pathogens are typically biological hazards that can be transmitted through blood or body fluids of people who are infected with various diseases. Some of these diseases are AIDS

and Hepatitis. Personnel may come in contact with contaminated people or materials contaminated by an affected individual accidentally such as working in or near a sewer system or the policeman or first aid responder on an accident scene. Care must be taken to protect yourself from these particular hazards.

1. Review the Town of Crested Butte Bloodborne Pathogen Program Appendix (B) before beginning work where this standard is applicable.
2. Personnel shall be trained in the risks associate with Bloodborne Pathogens.
3. Workers must assume that all people are possibly contaminated and take appropriate measures to protect themselves. Universal precautions are nondiscriminatory. It is essential that employees make consistent use of protective barriers and procedures in all situations.
4. Inspect and know how to properly utilize personal protective equipment before putting it on or removing it.
5. Practice sound decontamination procedures when removing potentially contaminated clothing.
6. Wash thoroughly after removing personal protective equipment.
7. Dispose of contaminated needles and other materials in approved containers identified with the biohazard symbol.
8. Clean and decontaminate any equipment and surfaces after contact with blood or other potentially infectious materials.
9. Food and drink shall not be stored in areas with infectious materials.
10. Eating, drinking and smoking is prohibited in areas with potential exposure to infectious materials.
11. Practice sound housekeeping procedures when working near infectious materials.
12. Report any exposure to blood or other body fluids immediately to your Supervisor.
13. Seek medical attention immediately!
14. Remember that personnel that are expected to work with bloodborne pathogens must receive specialized training. All employees, however, need to be made aware of the potential risks.

7.0 CARBON MONOXIDE

Carbon monoxide (CO) is a colorless, odorless and tasteless gas that is produced when materials containing carbon are not burned completely. Combustion engines are a primary source of CO. Engines from vehicles, either gasoline, diesel or propane, tools such as suction pumps, and space heaters can produce this deadly gas. Proper maintenance and awareness of CO will reduce accidents and possible death.

1. Carbon monoxide is an odorless, colorless gas produced from the production of incomplete combustion.
2. Carbon monoxide is heavier than air.
3. Do not place gasoline powered equipment near excavations, vessel entries or areas where personnel may be below grade.
4. Inadequately tuned vehicles will produce large quantities of carbon monoxide.
5. Air purifying respirators are ineffective when working in areas containing carbon monoxide.
6. Incomplete combustion of LP-gas will produce carbon monoxide.
7. Do not warm vehicles inside buildings without adequate ventilation.
8. Carbon monoxide may be produced from various welding activities.
9. Learn the symptoms pertaining to carbon monoxide which include but aren't limited to headaches and drowsiness.
10. Report any illness to your Supervisor immediately.
11. Report unsafe conditions to your Supervisor immediately.

8.0 CAUSTICS SAFETY

Caustics or alkalies can produce serious injury to all parts of the body. Caustics have a pH from 7-14. Caustics can be corrosive to metals and other materials as well, especially people. Caustics have been blamed for fires and failure of mechanical equipment. Caustics have names such as Sodium or Potassium Hydroxide. Common uses for caustics are toilet bowl cleansers, bathroom cleansers, plumbing cleansers or neutralizing acids

1. Personnel shall wear the following personal protective equipment:

- A. Splash-proof chemical resistant goggles
 - B. Chemical resistant gloves
 - C. Chemical resistant aprons
 - D. Chemical resistant shoe coverings
 - E. Faceshield when mixing chemicals.
2. Areas where caustic chemicals are used, handled, or stored shall be posted with a sign reading:

NAME CAUSTIC OR BASE

DANGER! CAUSES SEVERE BURNS

CORROSIVE

Do not get in the eyes, on skin or clothing
Avoid breathing mist or ingestion

- 3. Transfer of caustic materials from one (1) container to another, or into any process, shall be performed in such a manner to prevent spillage or leakage.
- 4. Adequate ventilation must be provided when working near any of the tanks containing caustics.
- 5. Safety showers shall be located in the general proximity of the dipping operations. These showers and eyewashes shall be maintained and tested on a monthly basis.
- 6. Smoking is not permitted near any of the tanks.
- 7. Employees are encouraged to practice sound personal hygiene practices when working near any of these tanks or with any of these chemicals.
- 8. Employees must read the Material Safety Data Sheet before working with any of the chemicals.
- 9. If a spill should result the following steps shall be taken:
 - A. Evacuate the area immediately.
 - B. Warn others who may come in contact with the spill area.

- C. Notify your Supervisor
- D. Refer to the Material Safety Data Sheet for instructions to cleanup minor spills
- E. Notify the designated individuals who have been specifically trained in proper spill containment and cleanup techniques.
- F. Immediately notify the local Fire Department if large spills occur.
- G. Report any injuries or illnesses immediately.

9.0 CHLORINE

Chlorine is a strong, pungent, corrosive material used to disinfect water. Chlorine is a greenish yellow color in a gaseous state and amber in a liquid state. The odor is very pungent and is detectable by humans in very small quantities, about .3PPM. The odor is similar to very strong household bleach. Chlorine is used to treat water of pathogenic organisms.

1. Chlorine is extremely reactive and may be found as a solid, liquid or gas. Avoid contact with hydrogen, acetylene, fuel gases, hydrocarbons or organic matter.
2. Chlorine evaporates quickly when coming in contact with air.
3. Avoid eye, skin and respiratory contact when working with chlorine because serious burns will result.
4. Transfer of chlorine from one (1) container to another, or into any process, shall be performed in such a manner to prevent spillage or leakage.
5. Safety showers shall be located in the general proximity of chlorine operations. These showers and eyewashes shall be maintained and tested on a monthly basis.
6. Smoking is not permitted near chlorine operations.
7. Employees are encouraged to practice sound personal hygiene practices when working with chlorine.
8. Employees must read the Material Safety Data Sheet before working with chlorine.
9. Chlorine cylinders shall be stored in cool, dry, weather protected areas.
10. Chlorine cylinders shall be stored in an upright position.

11. Chlorine tanks shall be on their sides and a few inches above the floor.
12. Caps to protect valves shall be used when tanks are not being used.
13. Chlorine gas is heavier than air and should not be stored where the escaping gases could accumulate.
14. If a spill should result, the following steps shall be taken:
 - A. Evacuate the area immediately.
 - B. Warn others who may come in contact with the spill area.
 - C. Notify your Supervisor
 - D. Refer to the Material Safety Data Sheet for instructions to cleanup minor spills
 - E. Notify the designated individuals who have specifically trained in proper spill containment and cleanup techniques.
 - F. Immediately notify the local Fire Department if large spills occur.
 - G. Report any injuries or illnesses immediately.

10.0 COLD STRESS

Cold stress has been defined as hypothermia, fall of core body temperature, or frostbite or the freezing of body tissue. Either condition can be serious. Working in cold environments without adequate protection can result in these conditions. Working outside in winter conditions or exposed to compressed gasses such as ammonia or nitrogen may result in cold stress injuries. Awareness, proper protection and prevention are the key ways to eliminate cold stress injuries.

1. Limit exposure to cold conditions when possible.
2. Wind and humidity increase symptoms relating to cold exposure. Watch weather conditions.
3. Clothing should also cover hands, face, head and feet.
4. Avoid bathing, smoking or drinking alcohol before going into cold conditions.
5. Take regular breaks when working in cold conditions.

6. Symptoms of frostbite include numbness, pain, skin blisters, skin color to red or black and unconsciousness.
7. Personnel exposed to frostbite must be treated immediately.
8. Get frostbite victims to a warm, dry area immediately.
9. Do not place frostbite victims near hot stoves or apply hot water bottles.
10. Do not rub affected areas.
11. Warm body parts with warm blankets or sheets.
12. Know symptoms relating to hypothermia. These include but are not limited to feeling cold, pain, shivering, poor coordination, drowsiness, slurred speech and confusion.
13. Never give alcohol to cold victims.
14. Contact your Supervisor immediately.
15. Seek medical assistance immediately.

11.0 COMPRESSED GAS CYLINDERS

Compressed cylinders can be found in variety of work situations. Oxygen and acetylene use, welding gases, air for supplied air respirators used by emergency personnel, purging lines and running instrumentation. These cylinders are under a great deal of pressure and improper use or maintenance can be catastrophic.

1. Store all cylinders in upright and fastened positions.
2. Place the protective cap on cylinders when they are not being used.
3. Keep stored oxygen cylinders at least twenty (20) feet from acetylene cylinders.
4. Always check the label or stencil on the cylinder to make certain you have the proper gas.
5. Never use oil or grease as a lubricant on valves or attachments of oxygen cylinders.
6. Do not store cylinders next to heat sources.

7. Always transport cylinders in a secured, upright manner.
8. Tag or label all cylinders that are empty and remove them from the workplace.
9. Do not fill cylinders unless properly trained.
10. Move cylinders in an upright position and use proper equipment.
11. Notify your Supervisor if a cylinder does not work properly.
12. Never smoke around compressed gas cylinders.

12.0 CONFINED SPACE WORK

Confined spaces are locations such as tunnels, silos, crawl spaces, attics, tanks, vessels, meter pits, vaults or any number of locations. In fact, it is not enough to identify the location but the hazards that are created in those locations. For example, fire, oxygen deficiency, air contaminants, falls, electrical are but a few of the conditions that could make a location a confined space. Care and caution must be exercised when working in or near a confined space.

1. The vessel will be properly isolated before work begins.
2. The vessel will be clean, gas free and contain adequate air concentration before entry is permitted.
3. An "Entry Permit" will be issued before anyone enters the confined space.
4. A "Confined Space Attendant" shall be assigned to the work area. The attendant will be adequately trained in the duties of a "Confined Space Attendant" as defined in OSHA regulations.
5. A "Confined Space Attendant" shall not leave the area when personnel are working inside a confined space.
6. The potential hazards will be determined prior to entering the confined space.
7. All personnel entering the "confined space" will be adequately trained.
8. Personnel entering the confined space will be briefed by Supervisor as to the risk of the particular operation.
9. The confined space will be monitored on a regular basis. The area should be tested after breaks or lunch periods.

10. Do not enter a confined space unless you are properly attired to do so.
11. Contact your Departmental Supervisor if assistance is required. Never enter a confined space when unsure of the hazards.
12. Rescue involving a confined space shall not be attempted unless the individuals are qualified and properly trained in confined space rescue.
13. Do not attempt rescue without appropriate personal protective equipment.
14. Immediately report any confined space incident and/or accident to your Supervisor.
15. Refer to the Town of Crested Butte Confined Space Program, Appendix C, for information relating to safe work practices in confined spaces.

13.0 CRANES, HOISTS, ETC.

1. Inspect the hoist or crane before work begins.
2. Inspect chains, chokers, etc. before securing to load.
3. Fasten chains, chokers, etc. securely to the load.
4. Use tag lines for heavy or awkward loads.
5. Keep all personnel away from the area below the boom or load.
6. Barricade beneath the swing radius of the boom.
7. Only one person shall give directions to the equipment operator.
8. When equipment is left unattended, its block and load shall be secured and the equipment de-energized.
9. Personnel shall be adequately trained in the use of hoists, cranes, etc.
10. Repair and/or maintenance of chains, chokers, hoists, etc. shall be conducted by a qualified individual.
11. Personnel shall not be lifted or lowered with a crane unless proper equipment is utilized. Contact your supervisor for additional instructions.

14.0 DRIVING SAFETY

Driving safety is an ongoing operation. Drivers must be aware of their surroundings, familiar with the safe operation of their vehicle, practice “Defensive Driving” measures and always be prepared for the unexpected. Driving safety is important in your own vehicle as well as a Town of Crested Butte vehicle.

1. Operators shall have a valid driver's license.
2. Always wear a seatbelt.
3. Practice being a defensive driver.
4. Obey all traffic speed limits, signs and signals.
5. Drive cautiously at night and during bad weather.
6. Inspect your vehicle before driving it.
7. Maintain your vehicle according to the manual.
8. Make sure your vehicle has a spare tire and other emergency equipment.
9. Take a break if you become sleepy, sick or unable to safely operate the vehicle.
10. Report defective vehicles to your Supervisor.
11. Report all accidents to your Supervisor. Promptly seek medical attention if necessary. Report accidents to the Marshals Department for investigation. Driver and Supervisor must fill out accident report forms. Forms may be obtained from your Supervisor or from the Finance Department. All accident report forms shall be turned into the Finance Department.

15.0 ELECTRICAL SAFETY

Each year thousands of people are injured when working on or near electrical equipment. Lack of knowledge is one of the primary reasons for these needless accidents. Knowledge regarding electricity, safe work practices and careful inspection of equipment is vital. Electrical equipment is used in all parts of our lives. We use electricity for work, heat, light, cooling, recreation and numerous tasks.

1. Read the operator’s manual for additional information relating to electricity.
2. Inspect wiring for adequate insulation.

3. Make sure electrical connections are tight.
4. Only qualified individuals shall work on electrical equipment.
5. Wear approved personal protective equipment when working on electrical equipment. This equipment includes but is not limited to gloves, face protection or eye protection.
6. Keep work areas clean when working on electrical equipment.
7. Keep electrical equipment clean.
8. Do not store combustible materials near electrical outlets or boxes.
9. Inspect electrical tools before each use.
10. Do not overload electrical cords or outlets.
11. Do not place cords where they may become tripping hazards.
12. Never touch electrical equipment with wet hands.
13. Shut off electrical equipment when it will be left unattended.
14. Never wear jewelry when working with electrical equipment.
15. Immediately disconnect electrical equipment that smokes, smells or shocks.
16. Report injuries or damaged equipment to your Supervisor immediately. Warn others that could come in contact with this equipment.
17. Place a label or tag on the damaged equipment so others may not use it.

16.0 EMERGENCY EQUIPMENT

Emergency equipment are those items that can assist us in a time of crisis. Emergency equipment includes but is not limited to first aid kits, bloodborne pathogen kits, spill kits, fire extinguishers, fire alarms, sprinkler systems, eyewashes and emergency showers. In fact, a telephone is a type of emergency equipment. Make sure that all employees know where this equipment is located and that they can use the equipment if the need arises.

1. Learn the location of emergency equipment. This includes but is not limited to fire extinguishers, fire fighting equipment, emergency showers, eyewashes, first aid kits, fire blankets, fire alarms and exits.

2. Inspect emergency equipment on a quarterly basis. Include on premises safety inspection report.
3. Report any emergency equipment that is damaged or missing to your Supervisor immediately. Supervisor shall report this on facility safety inspection form.
4. Never use emergency equipment for any other purpose.
5. Never block emergency equipment.
6. Report the use of emergency equipment to your Supervisor. Make sure that the equipment has been replaced after the emergency.
7. Learn how to report an accident or problem.
8. Develop a checklist or inventory of emergency equipment in your specific department.
9. Become familiar with emergency equipment before an emergency arises.

17.0 EVACUATION PLANNING

Evacuation procedures are vital in a time of emergency. All employees must be aware of their surroundings at all times. Knowing how to safely exit an area can determine if personnel will be free from being trapped or injured. Employees must know how to safely leave the area and go to assembly point so that all personnel can be accounted for. Concerns such as power failures, severe weather, earthquakes, fires, explosions, terrorism, workplace violence now exist in our workplaces. It is for this reason that everyone must become familiar with Evacuation planning.

1. If an emergency arises evacuate the area immediately.
2. Notify personnel working near you as you exit the area.
3. Immediately contact Town of Crested Butte Management and let them know of the emergency.
4. Call 911 immediately.
5. All employees will meet at a designated point so that attendance can be taken.
6. A designated Town of Crested Butte Supervisor will apprise local fire and emergency personnel of the situation.

7. Except for qualified personnel trained in the control and containment of spills nobody will be allowed to re-enter the building.
8. No one will be allowed to enter the building until it has been authorized by Town of Crested Butte Management.
9. Employees will not assist in cleanup operations unless they have been adequately trained.
10. All employees must read and understand their respective role in an Evacuation Plan.
11. Each work sight must have an Evacuation Plan in writing and updated periodically.
12. Make sure that potential hazards are discussed in the Evacuation Plan. This includes but is not limited to the location of flammable materials, storage of toxic chemicals or compressed cylinders, welding, etc.
13. Emergencies such as power failure, severe weather, earthquakes, terrorism, bomb threats, workplace violence, chemical spills, and fire are just some of the issues that need to be addressed in an effective Evacuation Plan.
14. Conduct practice drills periodically at your facility.

18.0 EXCAVATION/TRENCHING

Everyday in this country someone dies in an excavation. Personnel believe that they must be totally covered with soil before death or serious injuries can occur. A cubic yard of soil weighs approximately 2,700 pounds. Soil and the conditions we put upon soil determine whether or not the soil will be stable. Personnel working in these excavations must be aware of the risks and the safe work practices that must be followed. Excavations present hazards from the soil consistency, lines buried in the soil, water, traffic and the weather.

1. Make sure employees have read the Town of Crested Butte Excavation and Trenching Program before working in these areas.
2. Make sure that access and egress points have been identified before entering an excavation.
3. Ladders for egress must be no farther than twenty-five (25) feet from any employee in the excavation.
4. An employee trained in excavation/trenching must inspect and be present while personnel are working in an excavation.

5. Employees must be informed of the Town of Crested Butte's Emergency Response Procedure if the need arises.
6. Personnel working in excavations should wear hardhats, safety glasses, foot protection and any other personal protective equipment required by Management.
7. Spoil piles must be at least two (2) feet from the sides of the excavation.
8. Gasoline powered equipment shall not be located near the sides of an excavation.
9. Personnel shall not be in an excavation when trench shields are being moved.
10. Vehicles shall not be located near the sides of an excavation.
11. Efforts must be made to prevent the accumulation of water in an excavation. Employees should be discouraged from entering an excavation until the water has been removed unless a protective system is provided.
12. Conduct routine inspections of excavations, trenching, trench shields, etc.
13. Provide side rails for walkways or bridges over excavations.
14. Insure that the design of sloping or benching efforts are in accordance with the Town of Crested Butte Policies and Procedures.
15. Report unsafe conditions to your Supervisor immediately.
16. Do not allow individuals entry into excavations without proper training.
17. Do not allow individuals entry into excavations without proper authority.
18. It is Town of Crested Butte policy to not undertake any trenching activity that requires a depth of more than 3 feet.

19.0 EYE AND FACE PROTECTION

Eye and face protection is required when work being conducted could result in injuries to these parts of the body. Activities such as cutting, welding, sanding, grinding and painting are but a few of the potential hazards.

1. Identify which tasks require the use of eye and face protection i.e. chemicals, heat, glare, radiation, etc.
2. Employees shall be trained in the proper use of personal protective equipment.

3. Provide eye and face protection to an employee before the work begins.
4. Place signs in conspicuous locations that require the use of eye and face protection.
5. Select only approved personal protective equipment.
6. Eye and face protection shall be kept clean and in good repair.
7. Contact lenses shall not be used in place of appropriate eye and face protection.
8. Contact lenses should be discouraged when working near chemicals, metal chips, dust, etc.
9. Personnel requiring prescription glasses shall be provided with effective eye and face protection.
10. Provide approved eye and face protection to visitors when necessary.
11. Learn the location of the nearest eyewash and emergency shower in your work area.
12. Report injuries to your Supervisor immediately.

20.0 FIRE PREVENTION

Fire prevention is the proper use of firefighting equipment. All employees need to know how to use firefighting equipment when heat sources are present on a jobsite.

1. Use fire extinguishers for emergencies only, unless otherwise approved for training purposes. If used for training, make sure that extinguishers are recharged.
2. Keep fire routes free from obstructions.
3. Report all fires immediately to your Supervisor and call 911.
4. Fire fighting equipment will not be used for routine maintenance or operations work.
5. Personnel shall be trained in the proper use of fire extinguishers by their Supervisor.
6. Keep fire equipment and exits free from obstructions.
7. Inspect fire extinguishers as recommended by the fire extinguisher manufacturer.
8. Sprinkler systems shall be tested as required by the locally accepted fire code.

9. Know the location of the nearest fire extinguisher, fire alarm and other fire protection system in your work area.
10. Know the Evacuation Route from your particular work area.

21.0 FORKLIFT OPERATION

Powered industrial trucks or forklifts are designed to carry, heavy or awkward loads on a jobsite. Serious accidents have occurred from improper operation, inadequate training or failing to maintain or inspect this equipment.

1. Forklifts will be inspected before each daily use.
2. Any discrepancy will be reported to your Supervisor.
3. Personnel operating a forklift will be adequately trained in the use and operation of that equipment.
4. Lift trucks will be manned at all times.
5. Pedestrians have right of way in any area using forklifts.
6. Obey all speed limits.
7. Obey all warning signs.
8. Loads will be properly secured before they are moved.
9. Forklifts will not be used as an elevated work station.
10. Passengers are not allowed on forklifts.
11. Wear a seatbelt when using a forklift.
12. Keep arms, hands, and legs inside the forklift.
13. Maintain a clear view when using a forklift.
14. Keep loads at one level when a forklift is in motion.
15. Maintain a safe distance from the edge of elevated ramps or platforms.
16. Avoid sharp turns.

17. Avoid driving over loose objects.
18. Slow down on slopes and point loads uphill if the grade is more than ten percent (10%).
19. Raise loads only enough to clear the surface.
20. Do not leave a forklift unattended while the engine is idling.
21. Do not refuel a forklift with the engine idling.
22. Do not smoke near fueling operations.
23. Wear appropriate personal protective equipment when charging or inspecting batteries.
24. The backup alarm and all safety equipment must be in good repair.

22.0 HANDTOOLS

Handtools are devices designed to assist the worker in the workplace. Handtools include but are not limited to, hammers, pliers, wrenches, screwdrivers, awls, and saws. Serious injuries have resulted when this equipment is used improperly, not properly guarded or has not been properly maintained.

1. Select the proper tool for the work intended.
2. Use tools that are in good repair and working properly.
3. Never modify tools and only use tools in the manner for which they were intended.
4. Powered electrical tools are required to have a grounding plug or be double insulated. All tools must have a "dead man" switch. A deadman switch is a switch that will shut off the equipment if handle or trigger is released. The "deadman switch" must never be taped or secured in the open position.
5. Tools should be inspected every time before use.
6. Replace damaged tools immediately.
7. Secure tools when transporting them in vehicles.
8. Compressed air used for equipment must be kept below thirty (30) PSI when used to blow material from equipment.

9. Wear personal protective equipment if hand tools produce or may potentially produce chips, shavings, splinters, etc.

23.0 HAZARD COMMUNICATION

Hazard Communication deals with the handling, storage and use of chemicals in the workplace. These chemicals could be solids, liquids or gasses. It is important to know the routes of entry and the affect these chemicals have on the body as well as the workplace.

1. Wear appropriate personal protective equipment when working with chemicals.
2. All personnel working with chemicals shall be adequately trained.
3. Supervisors will inform employees of the potential hazards of the chemicals they are working with.
4. Report all injuries, incidents or accidents to your Supervisor immediately.
5. Clean up all minor spills.
6. Contact a Supervisor if a major spill should result. DO NOT attempt to clean up a major spill alone. Spills greater than five (5) gallons have been defined as large spills.
7. Properly store chemicals so that chemical incidents do not result.
8. Properly label all containers containing flammable, poisonous, toxic, or otherwise dangerous materials.
9. Store insecticides, pesticides, herbicides, flammables, and strong acids in locked cabinets. Flammables should be locked in a flame protective cabinet.
10. Post signs informing personnel that hazardous chemicals are located in cabinets, Lockers, closets, etc.
11. Employees required to wear respiratory equipment will be qualified to do so. This includes but is not limited to training, medical qualification, and fit testing.
12. Only approved solvents will be used to clean parts and materials.
13. Gasoline, kerosene and other potentially dangerous materials will not be used as cleaning solvents.

14. It is mandatory to wear goggles (built to protect against splash hazard), skin protection (gloves and long sleeves) when working with cleaning solvents.
15. Maintain adequate ventilation when working with chemicals.
16. Employees should know the location of the nearest fire extinguisher, first aid kit, emergency eyewash, emergency shower and telephone when working with chemicals.
17. Refer to the Town of Crested Butte Hazard Communication Program, Appendix D, for information relating to safe work practices regarding chemicals.

24.0 HAZARDOUS MATERIALS

Hazardous Materials is a general classification for chemicals. Hazardous materials could be acids, caustics, corrosives, flammable, combustible, reactive, or explosive. These chemicals could be solids, liquids or gases. All of these materials can be cleaning agents, pesticides, herbicides, solvents, paints, dusts or compressed gases.

1. Contact your Supervisor to determine if the Town of Crested Butte has personnel trained in Hazardous Waste Operations.
2. Do not handle hazardous materials unless you have been properly trained.
3. Remember that additional personal protective equipment may be required if a release occurs.
4. All employees must become familiar with the Town of Crested Butte Evacuation Procedures.
5. Each employee must know their role in the Evacuation Program.
6. Know the potential hazards pertaining to hazardous materials.
7. Hazardous materials must be labeled at all times.
8. Observe warning signs and labels located in the workplace.
9. Report leaks or spills immediately to your Supervisor.
10. Warn other employees who may be exposed to chemicals if a spill or leak occurs.
11. Learn the location of emergency equipment such as eyewashes, emergency showers, first aid kits, fire extinguishers, fire alarms. etc.

12. Review the Town of Crested Butte Hazard Communication Program, Appendix D before working with any chemicals.

25.0 HAZWOPER/FIRST RESPONDER

Hazardous wastes are materials that have been determined to not have an economic value. Chemicals such as excess paints, used solvents, degreaser solutions, asbestos, contaminated lead paint, waste oils are but a few of the materials that could be considered a hazardous waste.

1. Personnel must be trained in all aspects of the Hazardous Waste Operations Standard.
2. Employees must be aware of the risks associated with the handling of hazardous wastes.
3. Each Department must develop a written Safety and Health Program.
4. The Safety and Health Program must identify, evaluate, and control safety and health hazards.
5. The Safety and Health Program must provide emergency response procedures for hazardous waste site or treatment, storage, and disposal facility.
6. The Safety and Health Program must be updated periodically and made available to all employees, contractors and subcontractors.
7. Employees must become familiar with all aspects of the Hazwoper Work Plan.
8. Employees must be medically qualified before they can be included in hazardous waste operations.
9. Routine monitoring must be conducted if necessary.
10. Decontamination procedures must be initiated if necessary.
11. Employees must be familiar with Emergency response and Evacuation Procedures.
12. Employers must institute engineering work controls and safe work practices that will reduce employee exposure and prevent accidents.
13. Employees must be included in a Respirator Program if required to wear respirators.
14. Personal protective equipment must be selected based upon the risks associated with the hazardous waste operations.

15. Personal protective equipment must be inspected periodically and in good repair.
16. Employees must receive annual refresher training if required to work in hazardous waste operations.
17. Records shall be maintained pertaining to medical surveillance, monitoring, accidents/injuries, site inspections, Safety and Health Plan and other related training topics.

26.0 HEARING CONSERVATION PROGRAM

Excessive noise can be found at most construction and in other work situations. Equipment, hammering, stamping, welding, blasting and cutting are but a few of the areas where high noises can result. Without adequate hearing protection workers may experience hearing loss.

1. Review the Town of Crested Butte Hearing Conservation Program (Appendix E) before working in those areas.
2. Certain areas may be identified as "High Noise Areas". Personnel working in these areas will wear approved hearing protection.
3. Town of Crested Butte employees may be informed by Supervision to wear approved hearing protectors even if the area is not marked.
4. Personnel will be adequately trained in the use of hearing protection and will be familiar with the hazards related to elevated noise levels.
5. Hearing protection will be made available to anyone working in areas where elevated noise levels exist.
6. Personnel routinely exposed to elevated noise levels should be included in the Town of Crested Butte Hearing Conservation Program. Contact your Supervisor if you have questions regarding such a program.
7. Remember- people do not get accustomed to loud noises- their hearing may be damaged.

27.0 HEAT STRESS

Heat stress occurs when the body can not control the excessive temperature in the workplace. Heat exhaustion, heat stroke and heat cramps are the three (3) most common

ailments regarding heat stress. These conditions can arise from working in hot shops, closed spaces and working outside. Without proper precautions and employee awareness severe injury or death could result.

1. Employers must inform employees at the tasks that could produce heat stress.
2. Employees must learn the symptoms related to heat stress.
3. Heat cramps produces symptoms including but not limited to sweating heavily, hot, moist skin, muscle cramps, and sudden onset.
4. Heat exhaustion produces symptoms including but not limited to heavy sweating, intense thirst, cool, moist skin, fatigue, loss of coordination and nausea.
5. Heat stroke produces symptoms including but not limited to elevated body temperature, rapid pulse, red, dry skin, difficult breathing, confusion, weakness, nausea and unconsciousness.
6. Seek medical attention immediately for any type of heat illness.
7. Heat stress is produced by radiation, convection, and conduction.
8. Remember that humidity can increase risks associated with heat stress.
9. Avoid sunburns because it can increase risks associated with heat stress.
10. Personnel who are not accustomed to working in hot conditions must become acclimatized.
11. Employees must be allowed breaks periodically depending upon the temperature of the workplace. Contact your Supervisor regarding these breaks.
12. Work procedures must be established that will allow employees to work in warm areas and then cooler areas.
13. Employees must not drink alcohol when working in hot environments.
14. Drinks designed to replace body fluids and electrolytes should be used in place of water.
15. Contact your Supervisor immediately if heat stress symptoms occur.

28.0 HOUSEKEEPING

Housekeeping reflects an attitude towards safety. Sound housekeeping practices reduces the chance for accidents, can make evacuation and emergency response more efficient, can reduce fires and prevent chemical spills. It is everyone's responsibility to practice sound housekeeping practices.

1. Keep all work areas orderly and clean.
2. Keep aisles and passageways clear and accessible.
3. Clean up all spills and/or leaks.
4. Place rags and other materials in approved containers.
5. Keep sharp edges sheathed.
6. Use permanent wiring and avoid the use of emergency wiring.
7. Remove unnecessary amounts of chemicals not being used in the workplace.
8. Keep containers closed when not being used.
9. Keep food, drink and smoking materials out of the work area.
10. Throw away trash promptly and properly.
11. At the end of the workday or upon completion of a job remove all tools, remove excess materials, and barricade the area if necessary.
12. Maintain all storage areas in a clean and organized manner. Remove all packing material after products have been adequately stored.
13. Keep emergency equipment clear and readily accessible at all times.

29.0 HYDROGEN SULFIDE

Hydrogen sulfide (H₂S) is a toxic gas produced from crude oil products and biological processes. Wastewater treatment operations produce H₂S frequently. Sewer gas may contain hydrogen sulfide. In small concentrations H₂S smells like rotten eggs, in high concentration, however, humans can not detect H₂S. High concentrations can be fatal.

1. Determine what tasks would produce hydrogen sulfide.

2. Observe all warning signs pertaining to hydrogen sulfide. These include but are not limited to: rotten egg smell; eye irritation; slight conjunctivitis and respiratory tract irritation; loss of consciousness.
3. Inform all employees as to the symptoms of hydrogen sulfide exposure.
4. Conduct routine monitoring in areas where hydrogen sulfide could be released.
5. Remember that air purifying respirators will not adequately protect employees from hydrogen sulfide.
6. Air supplied respirators will be used in the event a hydrogen sulfide release occurs.
7. Employees need to become familiar with the Town of Crested Butte Evacuation Program in the event of a release.
8. Equipment used to monitor the presence of hydrogen sulfide must be calibrated and tested routinely.
9. If a release should result the following steps shall be taken:
 - A. Evacuate the area immediately.
 - B. Warn others who may come in contact with the release area.
 - C. Notify your Supervisor
 - D. Refer to the Material Safety Data Sheet for instructions to control releases
 - E. Notify the designated individuals who have been specifically trained in proper release containment and cleanup techniques.
 - F. Immediately notify the local Fire Department if large releases occur.
 - G. Report any injuries or illnesses immediately.

30.0 LABORATORY SAFETY

Laboratory safety encompasses hazards of acids, caustics, flammable liquids, and essential elements of hazard communication. The Hazardous Materials section (Section 24.0) discusses hazards that are routinely identified in Laboratories. Employees entering these workspaces must be properly protected and avoid areas where they have not received

adequate training. Laboratory personnel must be aware of potential hazards and how to use emergency equipment.

1. Refer to the Town of Crested Butte Laboratory Safety Section (Appendix F) regarding the chemicals used in the laboratory.
2. All laboratory employees must receive training regarding the Town of Crested Butte Laboratory Safety.
3. Employees should know the location of emergency showers, eyewashes, first aid kits, fire extinguishers, etc.
4. Determine what risks exist in the laboratory area.
5. Store flammable materials in approved containers and cabinets.
6. Store acids and bases in approved containers and cabinets.
7. Provide appropriate personal protection equipment including but not limited to eye, skin, and respiratory when necessary.
8. Use only approved personal protective equipment.
9. Inspect fume hoods for adequate ventilation control periodically.
10. Inspect emergency equipment on a routine basis.
11. If a release should result the following steps shall be taken:
 - A. Evacuate the area immediately.
 - B. Warn others who may come in contact with the release area.
 - C. Notify your Supervisor
 - D. Refer to the Material Safety Data Sheet for instructions to control releases.
 - E. Notify the designated individuals who have specifically trained in proper release containment and cleanup techniques.
 - F. Immediately notify the Local Fire Department if large releases occur.
 - G. Report any injuries or illnesses immediately.
12. Conduct periodic evacuation drills in the laboratory.

13. Report injuries and accidents immediately to your Supervisor.
14. Label containers that hold hazardous wastes.
15. Store containers of hazardous wastes in separate areas.
16. Follow approved procedures for the removal and disposal of hazardous wastes.

31.0 LADDERS

Ladders can be purchased or built on the jobsite. There are several different types of ladders. Safe work practices, care and proper maintenance are critical in order to prevent ladder damage or worker injuries.

1. Ladders shall be in good repair and used in their intended manner.
2. Wooden ladders shall not be painted.
3. Ladders shall be placed so that the base is one (1) foot for every four (4) feet of length.
4. Ladders shall be properly secured and equipped with shoes.
5. Ladders shall extend at least three (3) feet above the top support.
6. Always climb and descend facing the ladder. Ladders are not be used as scaffolds.
7. Only one (1) person works on a ladder at a time.
8. Metal ladders shall not be used near electrical lines or energized equipment.
9. Modified ladders shall be approved by Town of Crested Butte Supervision before they are to be used.
10. Benches, boxes and other materials shall not be used in place of a ladder.
11. Damaged ladders will not be used at any time.
12. Ladders should be inspected on a routine basis.
13. Ladders should not be placed in front of doors unless the doors can be secured.
14. Materials should not be carried by hand when ascending and descending a ladder.

15. Ladders will not be used within ten (10) feet of energized power lines.
16. Do not throw items from a ladder.
17. Do not climb ladders if you are afraid of heights or get dizzy.

32.0 LAWMOWERS

Lawnmowers present a number of hazards in the workplace. Workers as well as people working in the area are subject to injuries. Mowers can throw an object several hundred feet. Mowers can be simple push mowers, gangmowers or motorized riding units. All present significant hazards if they are not used and maintained correctly.

1. Follow the manufacturer's recommendations when using mowers.
2. Inspect mowers before beginning work and after work has been completed.
3. Never mow over rocks, wood or other material that could jam the equipment or be thrown.
4. Always inspect the area before mowing.
5. Keep people away from mowing operations.
6. Conduct routine maintenance on all mowers.
7. Wear appropriate clothing and shoes when operating a mower.
8. Never operate equipment unless trained to do so.
9. Report all accidents immediately to your Supervisor.

33.0 LEAD SAFETY

Lead is a metal that can be found in petroleum products, paints, welding fumes, batteries, smelting operations and numerous other materials. Lead can result in a number of illnesses to workers.

1. Read the Material Safety Data Sheet before working with lead.
2. Lead may be produced from but not limited to:
 - a. Burning

- b. Cutting
 - c. Soldering
 - d. Grinding
 - e. Painting
 - f. Repairs
 - g. Construction
 - h. Demolition or dismantling of materials
3. Employees shall wear approved personal protective equipment including but not limited to eye, skin, and respiratory protection.
 4. Employees working with lead shall be trained in the risks and hazards associated with lead.
 5. Lead may enter the body through inhalation, ingestion or absorption.
 6. Determine what tasks could potentially produce lead.
 7. Observe all warning signs pertaining to lead exposure.
 8. Equipment used to monitor the presence of lead must be calibrated routinely and tested each time before work begins.
 9. Personnel working with lead must be periodically tested for potential lead exposure.
 10. Employees shall use accepted safe work practices when working with lead.
 11. Engineering controls shall be used when working with lead.
 12. Employees shall not eat, drink or smoke in areas where a lead hazard exists.
 13. Personnel are encouraged to practice good personal hygiene techniques when working with lead. Personal hygiene includes clean clothing, appropriate PPE, avoid skin contact, avoid eye contact and in some instances respiratory protection.
 14. Do not use compressed air to remove lead particles from clothing or personnel.

15. Records shall be maintained pertaining to medical surveillance, monitoring, incidents/accidents/injuries, site inspections, and other related topics.
16. Contact your Supervisor if you have questions regarding lead.

34.0 LOCKOUT/TAGOUT

Lockout/Tagout is a process by which equipment is locked out of service, tagged for identification and tested to make sure that it will not start. Equipment is usually isolated when repairs or maintenance must be conducted.

1. Review the Town of Crested Butte policies and procedures regarding isolating equipment before beginning work.
2. Follow the manufacturer's recommendations when locking out equipment.
3. All voltages shall be handled properly and safely.
4. Only qualified individuals will work on live or energized equipment.
5. Adequate personal protective equipment must be used when working on live circuits.
6. Use only nonconductive ladders and hardhats.
7. Treat all electrical equipment as though it was live.
8. Shut off power before removing guards from motor-driven equipment.
9. Keep the work area as dry as possible.
10. Fuses shall be replaced with fuses of the same capacity as the one that was removed.
11. Finger rings, bracelets or metal watch bands shall not be worn when working with electrical equipment.
12. When opening disconnects, wear proper eye protection to shield the eyes from the flash.
13. When opening disconnects wear approved hand protection, such as linesman gloves.
14. After repairs, replace cover plates on lighting and power cabinets or electrical enclosures.
15. Restrict the number of people in the work area.

16. Inspect all electrical extension cords for signs of wear.
17. Extension cords shall not be used as permanent wiring in any situation.
18. Ground all electrical power tools.
19. Disconnect equipment without pulling on the cord.
20. All portable equipment shall be grounded by means of a three wire cord and polarized plug or wire leading from the frame of a machine to a good return ground. Use only UL or NEC approved insulated portable power tools.
21. De-energize any equipment using compressed gases, pneumatic pressure, or any other stored form of energy.
22. Test the system after it has been tagged.
23. Notify your Supervisor if any accidents or equipment damage result.

35.0 MACHINE GUARDING

Machine guarding is an operation whereby equipment having moving parts is adequately protected from accidental contact with the moving parts. Serious injuries and deaths have resulted when personnel operated equipment without the guards in place.

1. Never remove guards unless repairing equipment.
2. Return guards on equipment after repairs have been made.
3. All equipment should be guarded at points of operation, in-going nip points, rotating parts or any operating point that could emit chips, sparks, etc.
4. Read the manufacturers instruction before using equipment.
5. Pay full attention to your work at all times.
6. Remember to follow the Town of Crested Butte Lockout/Tagout procedures (Section 34) when working on equipment.
7. Do not remove guards while equipment is operating.
8. Employees must be trained in the proper use of equipment.

9. Notify your Supervisor if any accidents or equipment damage result.

36.0 MAINTENANCE SHOP SAFETY

Maintenance shop personnel, in addition to the areas outlined below, should pay particular attention to Safety Manual sections on Welding Cutting & Brazing, Cranes & Hoists, Power and Hand Tools, and Lockout/Tagout procedures.

Radiator Service

Be careful when checking the radiator since automotive cooling systems work under pressure. The coolant may be in the boiling range and therefore too hot to check safely. Always observe the following precautions when checking the radiator.

Place wiping cloth over cap and turn it 1/4 turn counter-clockwise. This will permit the escape of pressure.

Caution: If a rumbling noise is heard coming from the radiator, or if coolant spews out from under the cap, close the cap immediately because the coolant is too hot and will boil over violently if pressure is released. The coolant will have to cool down before it can be checked safely.

Remove the cap by turning it counter-clockwise until stop is reached, and then lift it off.

Operate the engine at idle speed when adding water or anti-freeze while the engine is hot. This will allow it to circulate quickly without damage to the engine block. If water is very low or engine is extremely hot, wait for it to cool before adding coolant.

Tire Service

1. Check pressure and inspect tires before inflating them.
2. Protect yourself against blowout when inflating tires. Never squat facing the tire. Stand at one side, so that the fender is between you and the tire, if possible. Use chuck gauge with clip and extension hose.
3. Never leave jack handles or other tools where they can be a tripping hazard.
4. A protective cage or equivalent protection shall be provided for the inflating of truck tires.

Battery Service

1. Do not smoke or permit open flames or sparks near batteries that are being recharged as they emit hydrogen gas, which is explosive. Recharge batteries only in a well ventilated area.
2. When disconnecting a battery always remove the ground cable first in order to prevent sparks if the wrench is accidentally grounded.

3. When installing a battery always attach the ground cable last.
4. Wash acid and corroded particles from hands immediately after performing battery service. Be sure that clothing is free of acid and corroded particles.
5. Face shields or other eye protection shall be worn when handling batteries. If acid gets into the eye, promptly rinse the eye thoroughly with water until chemical is completely removed. After a thorough rinsing, cover the eye with a sterile gauze compress and take the injured person to a doctor.
6. Use great care in the storing and handling of electrolyte for dry charge batteries.
7. Follow safe lifting practices when handling batteries. Use only an approved carrier. When lifting batteries in and out of underhood mountings, you can sometimes gain additional leverage by resting your elbows on the fenders.

Lubrication and Maintenance Service

1. To prevent slipping, promptly clean up oil and grease from floors. Never discharge a high pressure grease gun at any part of the body, as grease may penetrate the skin, causing injury.
2. Do not rock cars while they are on a twin post or free wheel lift, as movement may cause enough shifting of the car on the supports to fall off the lift.
3. Do not stand in front of a vehicle when guiding onto a lift or pit. If you do, you may be injured if it does not stop in time.
4. When using floor lift jacks, be sure they are resting on a firm base and make good contact with the car. When chain hoists or jacks are used, vehicles shall be securely blocked before employees go under them.
5. Do not allow anyone to remain in a vehicle being raised on a lift.
6. Do not overload the lift.
7. Keep your hand on the control valve when the lift is being raised or lowered. Do not prop it open.
8. Do not allow anyone to walk under the lift when it is being raised or lowered.
9. Report immediately to your supervisor any faulty operation of the lift. Do not use the lift until the defect has been corrected. A jumpy lift usually means low oil -- have it filled or repaired. Tag lift until repaired to warn others.
10. When using the lift, observe the following precautions:

Center the vehicle over the lift.

Adjust the adapters to make proper contact with the vehicle.

Raise the lift slightly off the floor almost making contact with the vehicle.

Look under the vehicle, making sure that the gas line, muffler, tail pipe, or other parts of the car will not be damaged by contact with the lift.

Raise the lift until contact is made and vehicle begins to rise slightly.

Look under the vehicle, checking that proper contact is being made, and if satisfactory, continue raising the lift to the proper height.

When fully raised, inspect contact points to make certain that the vehicle is firmly positioned.

Do not open the doors of vehicle that is raised on a frame contact lift.

After lowering, check to insure that there is adequate clearance under the vehicle before moving it off the lift.

When not in use, the lift shall be lowered completely to avoid accidents.

Lift areas shall be cleared of objects from prior jobs. Oil absorbent material shall be used to remove excess oil and grease before a new job is started.

11. Vehicles shall be properly positioned and automatic chocks shall be operative on all lifts.
12. Safety legs or pins shall be operative to prevent dropping of lift in event of pressure failure.
13. Do not work under vehicles or other equipment supported by jacks or chain hoists without protective blocking or stands that will prevent injury if jacks or hoists should fail.
14. Hoods, dump sections of dump trucks and similar movable parts shall be blocked to keep them stationary during repairs.

Air Compressors

1. Turn off the main switch before oiling, wiping, or working on the air compressor.
2. Test safety valve weekly to be sure that it operates properly.
3. Never tamper with the safety valve or controls. All adjustments and repairs should be made by qualified mechanics.

4. Do not pile objects near the compressor, nor hang them above it in such a way that they could fall into the mechanism.

Special Fire Prevention - Protection

1. No petroleum products or solutions containing petroleum shall be poured into any drain or sewer.
2. Never use gasoline for cleaning purposes under any circumstances.
3. Put all oily waste in covered metal containers. Approved and properly marked storage containers shall be provided for waste, oily rags, etc. Empty them frequently to prevent spontaneous combustion.
4. Welding and brazing shall be done away from flammable or explosive substances. Appropriate fire extinguisher shall be located nearby.
5. Smoking shall not be permitted in any maintenance shop area.
6. The correct type, proper size and adequate number of clearly marked and easily accessible extinguisher shall be provided.
7. Fire exits shall be properly marked and kept clear at all times. During working hours all exit doors must be kept unlocked.
8. Employees shall be instructed in the safe handling of flammables. (See Hazard Communication Section)
9. Only approved and properly marked cans shall be used for flammable liquids.
10. Fire authorities should be given information about the premises to enable them to respond to an emergency.
11. Employees shall be instructed in evacuation procedures.

What To Do In Case of Fire

1. Know the location of fire fighting equipment and how to use it.
2. Know how to contact the Fire Department. Keep the telephone number in a prominent place.
3. When a fire starts, lose no time in using fire fighting equipment at hand, and try to control the fire before it spreads. Call, or have someone call the Fire Department.

4. When a gasoline spill catches fire, attack the flame at its base. When using a dry chemical or carbon dioxide extinguisher, use a rapid side-to-side motion. Be sure that all of the fire is put out or it will reflash.
5. Notify your supervisor as soon as possible after a fire has occurred.

Fire Extinguisher Equipment

1. Put extinguisher in convenient place. Permit nothing to be in front of or on the extinguisher.
2. Check extinguisher periodically to make sure they are filled and in good working order. Inspection date and signature of inspector must be on tag attached to the extinguisher.
3. Check extinguisher nozzle often to make sure they are clean and ready for use.
4. Have extinguisher recharged immediately after use.

Closing of Vehicular Service Building

1. Turn off air compressor at main control switch and air valves at the tanks.
2. Check control setting of heating equipment, and be sure it is working properly.
3. Lock all windows and doors.
4. Disconnect all coffee makers and appliances except refrigerators.

37.0 MANUAL LIFTING

Manual lifting is a process whereby people lift materials by hand. Problems arise when personnel do not lift properly, do not know the weight of the object to be lifted or are not aware of their limitations. Back injuries occur throughout all tasks an employee does each day. Proper lifting techniques must be taught and employees must be encouraged to utilize these approved lifting practices.

1. Inspect the path that must be traveled.
2. Use powered equipment whenever possible.
3. When lifting materials the following procedure shall be used.
 - a. Separate and place both feet close to the object lifted.
 - b. Bend knees and squat down to the object to be lifted.

- c. Grip the object with the palms of the hands.
 - d. Position the arms and elbows close to the body.
 - e. Draw the chin towards the chest to straighten the back and lift with the back in a vertical position.
 - f. When shifting a load, turn the feet but do not twist the trunk.
4. When lifting with two (2) individuals use signals so that an injury does not result.

38.0 MATERIAL HANDLING AND STORAGE

Material handling entails the proper maneuvering and storage of materials in the workplace. Materials are to be secured before lifted and then properly stored so that falls will not occur. Material handling can be an individual lifting an object or by the use of hand operated equipment or motorized equipment. Materials must be stored so that personnel are not injured and the material will not be damaged.

1. Store and stack material so that the load is stable.
2. When moving material with lift trucks make sure the load is balanced and stable.
3. Do not exceed load carrying capacity of vehicles being used.
4. Store and stack material in approved locations.
5. Do not store materials where exits, fire fighting equipment, emergency equipment, ladders, walkways or roadways may be obstructed.
6. Do not store materials near sources of combustion or electrical equipment.
7. Maintain a clear view when moving loads.
8. Remove nails, exposed wire and other devices after materials have been stored.
9. Determine that storage areas above offices and store rooms will adequately support the material to be stored.
10. When motorized equipment is used, pedestrians have the right of way.
11. Report unsafe conditions to your Supervisor immediately.

39.0 MOVING EQUIPMENT

Moving equipment refers to motorized equipment used on a jobsite. Motorized equipment can refer to trucks, loaders, backhoes, graders and other large pieces of equipment.

1. Employees operating motor vehicles will carry a current, valid driver's license and Commercial Drivers License as required.
2. Personnel operating motorized equipment will be adequately trained in the use and operation of that equipment.
3. Individuals using lift trucks shall maintain proof of training.
4. Lift trucks will be manned when running.
5. Pedestrians maintain right-of-way in all cases.
6. Obey all speed limit signs.
7. Obey all warning signs.
8. Tank trucks, semi-trucks or the like will be chocked, braked and the engine turned off during loading or unloading operations unless it is necessary for specific equipment operation.
9. All safety and emergency equipment will be in proper working order if the equipment is to be used.
10. Backup alarms must be in proper working order.
11. If backup alarms are not being used then a spotter must be utilized.
12. Spotters must wear orange or other high visibility colors.
13. Vehicles will meet all DOT requirements before they are to be used. Deficiencies must be reported immediately to your Supervisor.
14. Employees will have their entire body inside the moving equipment at all times.
15. Employees will not ride with a load or in buckets or beds of vehicles at any time.
16. Seatbelts will be used in all vehicles.
17. Loads shall be properly secured and protected if necessary.
18. Personnel shall not board or exit a moving vehicle at any time.

40.0 OFFICE SAFETY

Each year accidents result when personnel working in office areas are injured by falling objects, falling from chairs, changing lights and other tasks in office settings. Remember that an Office Area is part of the worksite.

1. Practice good housekeeping techniques at all times.
2. Keep cords and other wiring covered so they do not become tripping hazards.
3. Keep equipment in good repair.
4. Do not block stairs, steps or doorways.
5. Clean up all spills immediately.
6. Use the proper ladder for reaching high places.
7. Portable electric heaters may only be used in office spaces on a very limited basis. They may only be used while the office space is occupied and must be unplugged at night.
8. Follow proper lifting techniques when carrying large or awkward materials.
9. Practice sound electrical safety techniques when working with computers, typewriter, photocopiers, etc.
10. Report unsafe situations to your Supervisor immediately.
11. Report accidents and injuries immediately to your Supervisor.
12. Know the "Evacuation Plan" for your particular office area.
13. Know the location of the nearest fire extinguisher, fire alarm, and first aid kit.

41.0 OCCUPATIONAL HEALTH AND SAFETY

1. The following health hazards may exist in various Town of Crested Butte facilities and/or locations.
 - a. Asbestos

- b. Noise
 - c. Respirable Dust
 - d. Silica
 - e. Welding fumes
 - f. Chlorine
 - g. Flammable products
 - h. Hazardous chemicals
2. Employees will be made aware of any potential hazards before work begins.
 3. Noise signs shall be posted in areas where hearing protection is required.
 4. Respirators will be used in areas where the presence of respirable dust, silica, hazardous chemicals may exist.
 5. Welders will be adequately trained in the risks associated with welding fumes.
 6. Adequate ventilation will be provided during welding operations.
 7. Inspect the work area for the presence of flammable materials before the work begins. Locate the nearest fire extinguisher.
 8. Report all accidents and/or injuries to your Supervisor as soon as possible.

42.0 POWER TOOLS

Power tools are those devices that use some form of energy to operate. The energy forces could be electricity, steam, air, nitrogen, or compressed gasses. Proper operation, careful inspection and routine maintenance are critical to reduce accidents and prevent equipment loss.

1. Read the manufacturer's instruction before using power tools.
2. Never remove guards from power tools.
3. Ground all tools before using them.
4. Do not alter three (3) prong plugs.
5. Use the correct tool for the job.
6. Do not disconnect tools by pulling on the cord.

7. Do not use equipment with frayed or damaged cords.
8. Avoid using power tools in wet situations whenever possible.
9. Do not change bits, blades, etc. when the tool is energized. Disconnect the tool before making changes.
10. Do not operate power tools without guards.
11. Wear eye protection when using power tools.
12. Wear additional personal protective equipment such as hearing protection or respiratory protection and avoid skin contact.
13. Store power tools in their assigned locations.
14. Report unsafe conditions or accidents to your Supervisor immediately.

43.0 PROTECTIVE EQUIPMENT

Protective equipment is any device that a person wears that will protect them from hazards in the workplace. This equipment could include eye, skin, respiratory, head, foot hands, legs, feet or lungs.

1. Personnel shall wear personal protective equipment that is consistent with the type of work conducted. This may include but is not limited to eye protection, hand protection, skin protection, hearing protection or respiratory protection. Contact your Supervisor to determine what personal protective equipment is required.
2. Personnel will wear hearing protection when working in areas marked with appropriate warning signs or if told to do so by Town of Crested Butte Supervision.
3. Welders and their assistants shall wear approved eye protection during cutting, welding or brazing operations.
4. Respirators shall be worn as necessary. Town of Crested Butte Supervision shall ensure that employees are properly fitted and trained in the use of respiratory equipment.
5. Employees working in elevated work locations (greater than six feet) shall wear safety belts and lanyards.
6. Safety vests or shirts will be worn if personnel are expected to work in and/or near traffic.

7. Personal protective equipment shall be kept clean and in good repair.
8. Employees must be properly fitted when using personal protective equipment.
9. Know the risk before selecting personal protective equipment.
10. Change clothes that are soiled, damaged or contaminated with chemicals.
11. When removing contaminated clothing take the necessary steps to avoid skin contamination.
12. Do not take contaminated clothing home.
13. Refer to the Material Safety Data Sheet to determine what type of personal protective equipment may be required.

44.0 RECORDKEEPING

Recordkeeping is critical in a number of areas. Employee training and medical records, equipment inspection and maintenance, equipment repair, air and noise monitoring are but a few of the necessary records that must be maintained.

1. Keep Workmen's Compensation Forms complete and readily accessible.
2. Maintain training records for subjects such as Hazard Communication, Respiratory, Bloodborne Pathogen, etc.
3. Maintain Sign-In-Sheets for all training classes.
4. Maintain equipment inspection and calibration records.
5. Maintain accident investigation records.
6. Maintain medical records on personnel who have been trained in Hazardous Waste Operations, Asbestos, Benzene, Lead, Respiratory, etc.
7. Maintain records on the inspection of cranes, lift trucks, fire extinguishers, eyewashes, emergency showers, sprinkler systems, etc.
8. Review written programs including but not limited to Hazard Communication, Company Safety Manual, Hazardous Waste Operations, Asbestos, Benzene, Hearing Conservation, Lead, Lockout/Tagout, Respirator.

9. All the above mentioned records shall be turned into the Finance Department of Loss Control Department at least annually.

45.0 RESPIRATORY

Respirators are devices used to prevent the entry of toxic materials into the mouth, nose, throat and lungs of the worker. Potential hazards could be paints, solvents, welding fumes, asbestos, lead and numerous other chemicals that could be solid, liquid or gas.

1. Refer to the Town of Crested Butte Respirator Program (Appendix G) before beginning work requiring the use of respirators.
2. Employees will be medically qualified to wear respirators.
3. Efforts will be made to determine what tasks require the use of respirators.
4. Engineering controls will be used whenever possible in lieu of respirators.
5. Employees will receive initial and annual refresher training when required to wear respirators.
6. Employees must know the limitations of respirators.
7. Air purifying respirators can not be used in oxygen deficient atmospheres.
8. Respirators will be inspected at least monthly.
9. Respirators issued to employees for their exclusive use will be inspected monthly.
10. Respirators will be kept in clean, sanitary locations.
11. Respirators will be kept clean and in good repair.
12. Facial hair, temple bars, etc. must not interfere with the seal area of a respirator.
13. Canisters for respirators must match the brand of respirator being used.
14. Respirators shall be inspected before each use.
15. Air supplied respirators will use as a minimum Grade "D" Spec air.
16. Grade "D" Spec Air will be tested periodically and records of the inspections shall be maintained.

17. Maintain adequate records on all aspects of respiratory training, usage, maintenance, testing, etc.
18. Report unsafe conditions, equipment problems or accidents to your Supervisor immediately.

46.0 ROPES, SLINGS, CHAINS

Ropes, slings and chains are used to secure materials so that they can be lifted or moved from one place to another. These materials may consist of natural fibers, nylon, wire or other metals. Inspection, care maintenance and safe work operations are critical when using ropes, slings and chains.

1. Ropes, slings and chains will be inspected before each use.
2. Ropes, slings, and chains will be inspected by a qualified individual.
3. Records will be maintained on the results of these inspections.
4. Determine the lift of a load before selecting a rope, sling or chain.
5. Do not use ropes, slings or chains that are damaged.
6. Pad ropes, slings and chains if potential damage could result from sharp edges.
7. Instruct employees to keep their hands and fingers away from pinch points.
8. Make every effort to minimize the number of individuals in an area where a load is being lifted.
9. Use a tag line if loads must be raised more than ten (10) feet from the ground or if loads are awkward to handle.
10. Keep ropes, slings and chains away from materials that could damage them. These include but are not limited to heat, acids, corrosives, sunlight, oils, petroleum solvents, and greases.
11. Center the load whenever possible when using ropes, chains or slings.
12. Inspect and clean ropes, slings and chains after each use.
13. Never allow anyone to work under a suspended load.
14. Clean chain slings before each use because oil may hide equipment damage.

15. Employees must always follow manufacturer's recommendations when using ropes, slings and chains.
16. Contact your Supervisor if you have any questions regarding the use of ropes, slings and chains.
17. Report unsafe conditions, damaged equipment or injuries to your Supervisor immediately.

47.0 SCAFFOLDS

Scaffolds are devices used to help workers in elevated or difficult locations. There are several different types of scaffolds but the risks apply to all. Proper erection, safe operation, careful inspection, sound work practices, employee training and proper dismantling are the key elements in a good scaffolding system.

1. All scaffolding shall be installed by qualified individuals.
2. All scaffolding shall be constructed of approved materials in an approved manner.
3. Scaffolding shall be equipped with toeboards and guardrails in locations greater than six (6) feet.
4. Safety belts and lanyards shall be used if scaffolding can not be provided with guardrails.
5. Scaffolding shall be equipped with a ladder to facilitate access.
6. Scaffold boards shall not be painted.
7. Mobile scaffolds shall not be moved while personnel are located on them.
8. Metal scaffold shall not be used in or near electrical lines or equipment.
9. Scaffold boards shall not be used as temporary walkways.
10. Scaffold boards should be secured together and equipped with cleats.
11. Loads should be determined before scaffolding is selected.
12. Practice sound housekeeping practices when working on scaffolds.

13. Report unsafe conditions, damaged equipment or injuries to your Supervisor immediately.

48.0 SLIPS/TRIPS/FALLS

Slips, trips and falls can result from various worksite activities. Jumping off of equipment, poor housekeeping, tools left on the ground, weather conditions, uneven ground and worksite materials are some of the hazards that can cause slips, trips and falls.

1. Encourage employees to practice good housekeeping techniques at all times.
2. Make sure that walking surfaces are in good repair.
3. Make sure that walking surfaces are clean and adequately protected from water or ice accumulation.
4. Discuss the risks associated with slips/trips and falls with employees.
5. Make sure that holes in floors have been adequately marked and secured.
6. Handrails, guardrails, etc. shall be in good repair.
7. Inspect ladders, scaffolds, etc. periodically to determine potential damage.
8. Encourage employees to walk and not run.
9. Clean up spills immediately.
10. Make sure that lighting is adequate at all times.
11. Do not climb on chairs. Get a ladder.
12. Walk slowly on slippery or uneven surfaces.
13. Pay attention to what you are doing.
14. Contact your Supervisor if unsafe conditions exist or if any injury occurs.

49.0 VIDEO DISPLAY TERMINALS

Video Display Terminals (VDT) can produce headaches and eyestrain in workers. Careful location and the amount of time working with this equipment needs to be evaluated if

these types of symptoms exist. Lighting in the work area can also contribute to these symptoms.

1. Organize the workstation so that everything required is accessible.
2. Position your screen from 18-24 inches from your face.
3. Position screen so that glare does not become a factor.
4. Use a document holder so that the material to be read is at eye level.
5. Place keyboard in a position so that the hands are comfortable and properly supported.
6. Adjust the chair so that both feet are comfortably resting on the floor or a footrest.
7. Sit with your back straight. head level, and feet flat on the floor or footrest.
8. Place lighting so that it does not shine into your eyes.
9. Place the VDT at right angles to a window to prevent glare.
10. Use a non-reflective VDT screen or screen cover.
11. Adjust the VDT to get the best picture.
12. Clean the VDT screen regularly.
13. Take periodic breaks when working for prolonged periods of time in front of VDT's.
14. Know the symptoms relating to "Carpal Tunnel Syndrome" (CTS) and other similar disorders. They include but are not limited to: frequent burning, tingling, or itching numbness in the palm of the hand and the fingers, especially the thumb, index and middle fingers; may wake up feeling the need to "shake out" the hand or wrist; fingers feel useless and swollen, even though little or no swelling is apparent.
15. Report symptoms relating to CTS immediately to your Supervisor.
16. Take periodic breaks so that stress may be reduced. Perform appropriate wrist and hand stretches to reduce the risk of CTS injury.

50.0 WELDING, CUTTING OR BRAZING

Welding, Cutting and Brazing involves the use of electricity or heat to fuse metals or cut metals. Depending upon the type of welding or brazing done air contaminants can be

produced. Eye injuries, burns and respiratory injuries may result. Employees must be adequately trained and protected when performing these various tasks.

1. Inspect the area so that flammable or combustible materials are not present.
2. Inspect the equipment to be worked upon before the work begins. Drums, barrels or small containers shall be thoroughly cleaned before the work begins.
3. All storage tanks or vessels must be clean, gas free, and blinded before the work begins.
4. When working inside a vessel, the equipment shall be turned off at the nozzles and the cylinders.
5. Test the area for flammable or combustible materials after taking breaks or lunch periods.
6. Test the area for flammable or combustible materials at the beginning of each shift if work is going on continuously.
7. A firewatch shall be assigned to all cutting or welding operations.
8. A fire extinguisher shall be made readily available during all cutting or welding operations. The firewatch shall be familiar with the operation of a fire extinguisher.
9. Welding shields should be used if the work is conducted in a high activity area.
10. Personnel will wear appropriate eye, skin and respiratory protection.
11. Report any fire that results during a cutting or welding operation.
12. All employees doing welding and/or cutting will be familiar with the proper operation of a fire extinguisher.
13. Welding and/or cutting cylinders will be operated in a standing position.
14. Keep grease and oil away from oxygen cylinders.
15. Open valves on welding and/or cutting cylinders slowly.
16. Replace caps and properly store empty welding and/or cutting cylinders.
17. Practice good housekeeping techniques at all times.
18. Refer to the Material Safety Data Sheets when working with materials.

19. Determine whether employees must be included in the Town of Crested Butte Respirator Program when cutting or welding in certain operations.
20. Never eat, drink or smoke in areas where welding, cutting, etc. is being done.
21. Determine through air monitoring if vapors or fumes are in excess of the OSHA Permissible Exposure Limits for chemicals.
22. Inform employees as to the risks associated with welding, cutting etc. in Confined Spaces.
23. Never place welding or cutting units inside a Confined Space when working.
24. Inspect equipment before each use.
25. Report unsafe conditions, accidents or equipment damage to your Supervisor immediately.

51.0 WINTER DRIVING

Winter driving is the operation of a motor vehicle when weather conditions such as snow, sleet or ice make driving difficult. In Crested Butte, winter driving can be very hazardous. As an operator of a Town of Crested Butte vehicle, you must be extremely alert to icy and snow-packed street conditions. You must know how to react in a snowstorm, or in sleet and freezing rain. Defensive driving becomes extremely important as this time. Careful inspection of your vehicle, proper winterization of the vehicle and driver awareness are key elements when operating a vehicle in winter conditions.

1. Pre-Trip Inspection

One key to accident-free driving begins during the pre-trip inspection. In addition to the usual inspection, some equipment should be examined more closely than usual prior to leaving.

- A. Heating and Defrost System – After the vehicle has warmed up, test your heater and defroster and make sure they operate properly.
- B. Windshield Wipers and Washer – Check the functioning of wipers and condition of the blades. Badly worn or broken blades should be replaced before you leave.
- C. Tires – visually check for flats and tread condition. If a problem is suspected, contact the maintenance department.
- D. Snow and Ice Removal – Visibility is always critical. It is essential that all snow and ice be removed from the windows and windshield of the vehicle.

2. Adverse Weather Conditions

Adverse weather presents more driving problems than will be encountered in any other driving situation.

- A. Most accidents that occur in adverse weather are caused by excessive speed for the prevailing road and weather conditions. Excessive speed in poor weather may increase the stopping distance of a vehicle by three or four times the stopping distance used in normal weather. If there is one rule that must be followed in adverse weather, it would be to reduce the speed of your vehicle so that you ensure the vehicle will always remain in complete control.
- B. Another hazard to safe driving in adverse weather is reduced road grip. The amount of road grip your vehicle has will depend on the following factors:
 - The weight of the vehicle, including load
 - The speed at which you are traveling
 - Whether your tires are rolling or sliding
 - The type and condition of the road surface
- C. Reduced visibility can cause problems in adverse weather. When vision is obscured by fog, rain, sleet or snow, reduce your speed. You must be able to stop within the distance that you can see.
- D. Different road surfaces have varying degrees of friction which affect road grip. Dry concrete road surfaces will give you more road grip than dry asphalt and wet concrete surfaces have more grip than wet asphalt. Road surfaces that are snow-packed or ice-covered may give only 20% of the road grip of wet concrete or asphalt. When road surfaces are wet, whether the surfaces are asphalt or concrete, you should reduce speed by at least one-fourth. When roads are covered by packed snow you should reduce speed by at least one-half. In case of icy roads you should reduce speed by at least two-thirds.

3. Special Techniques for Safe Driving on Ice and Snow

When you drive on ice and snow, be familiar with the following techniques to minimize the dangers involved:

- A. Snow produces a glare which can adversely affect vision. The sun reflecting off the snow makes the problem worse. The use of sunglasses or visor can help eliminate this problem.
- B. When driving under cold weather conditions and roads are slippery, follow all vehicles at a safe distance. Increase your following distance to allow enough room to stop. Remember, with moisture on the ground you are apt to run into foggy or blowing snow conditions more often. Fog or blowing snow, coupled with slippery conditions requires more alertness and attention to maintaining a safe following distance. A good general rule under any condition is never “overdrive your vision.” In fog, for example, adjust your speed in order to be able to stop within the distance you can see. Never stop in a traveled portion of the roadway. Pull completely off the road before stopping. (Also note that the shoulder usually provides better traction for re-starting.)
- C. If your vehicle starts to skid, don’t panic or make quick movement with the steering wheel or jam on the brakes. Ease up on the accelerator and steer in the direction the rear of the vehicle is skidding. For example, if the rear of the vehicle

is skidding toward the right, turn the steering wheel to the right. Skills and good judgment are “musts” for accident prevention on ice or snow covered streets. Only use light braking pressure to try to get the vehicle back under control. However if braking causes the vehicle to skid more, do not use the brakes until the skid is under control.

- D. Overpasses, underpasses and shady areas freeze faster and stay frozen longer. Use extra caution when driving on these surfaces.

4. Winter Driving Tips

- A. Intersections may be extra slick because of the effect of starting and stopping traffic.
- B. Keep speed down and try to anticipate sudden stops.
- C. Reduce speed gradually and allow greater stopping distances.
- D. Increase your following distance. In traffic, it’s the extras that count: extra time, extra space. You need both to make a safe stop on winter streets.
- E. Due to the size and weight of some of the heavier vehicles, more time and distance must be allowed for stopping than for your own car.

5. Braking

Know how and when to brake. When possible, use the braking power of the engine by downshifting to a lower gear rather than using the brakes. When you apply the brakes, brake gradually.

6. Traction

To retain traction and avoid skids, start out slowly if parked on a slippery surface. If your wheels start spinning, let up on the accelerator until traction is returned.

7. Hills

- A. Before going up a hill, increase speed (within reason) to build up momentum to help you climb.
- B. Before going down a hill, especially a steep one, slow down by shifting into a lower gear.
- C. When approaching a hill, either ascending or descending, observe other vehicles on the hill and how they are reacting to conditions. Stay well behind the vehicle in front so that you can go around if the vehicle becomes stuck. If other vehicles begin to slide, spin, or have to back down the hill, wait until you have enough room to maneuver before going up the hill yourself.

8. Procedures to Follow When Your Vehicle is Stuck

- A. Remain calm – think before acting.
- B. Put the transmission in neutral, set the parking brake.
- C. Get out and walk around the vehicle to evaluate the situation. Check for any obstacles and the distance between your vehicle and these objects. Check all the wheels making sure they are not in a hole or low spot (especially the front wheels), and check to make sure that the wheel paths are clear for backing.

D. If backing is necessary:

- Make sure you have a spotter
- With the service brake applied, release the parking brake
- Put the transmission into reverse
- Slowly release the service brake and use a very light pressure on the accelerator until the vehicle backs up
- If the rear wheels start to spin, let up on the accelerator until they no longer spin
- Back up only far enough to get enough momentum to get through the snow build up in front of the wheels (about 3-6 feet)
- Stop the vehicle completely, shift to first gear while keeping pressure on the service brake
- Use a very light application on the accelerator to avoid spinning the drive wheels
- Keep the steering wheel as straight as possible, as any unnecessary turning may cause the vehicle to become stuck again
- Repeat this process of backing and pulling forward to get the vehicle unstuck
- Remember to stay aware of any fixed objects around the vehicle that you might slide into
- Stop trying to move the vehicle if you are not making any progress, or if the wheels start digging a hole in the snow or ice as this will make it more difficult to get the vehicle unstuck. If you determine that this method is not working to get out, call for assistance.

52.0 WORKING OVERHEAD

1. When working overhead, take precautions to protect personnel working below. Loose materials, tools and the like must not be left in places where they can be knocked, blown or vibrated off-balance and fall.
2. Rope off or barricade the area below the overhead work to prevent access to non-working personnel.
3. Do not drop or throw material, tools or supplies from overhead work areas.
4. Use a tag line to lift heavy or awkward loads.

54.0 WORKPLACE VIOLENCE

Workplace violence includes physical assaults, beatings, stabbings, shootings, rapes, attempting to cause physical harm, i.e., striking, pushing, or other aggressive acts against another person. Workplace violence can also be disorderly conduct, shouting, pushing or throwing objects, punching walls, or slamming doors; verbal threats to inflict bodily harm, including vague or overt threats; fascination with guns or weapons demonstrated by discussions or bringing weapons to workplace. Town of Crested Butte employees must know how to recognize the signs and immediately report these to Supervision.

1. Report any violence by strangers, customers, clients, co-workers or personal relationships to your Supervisor.
2. Employees working with the general public are usually at more risk.
3. Limit work where employees must work alone.
4. Limit work where employees must work at night.
5. Limit locations where assailants could hide.
6. Keep walkways and corridors adequately lit at night.
7. Use the “buddy system” to get to and from parking lots at night.
8. Inspect your work area and identify potential dangerous locations.
9. Develop a training program to inform all Town of Crested Butte employees of the potential risks regarding workplace violence.

Specialized Programs

Administrative/Loss Control	Appendix A
Bloodborne Pathogen	Appendix B
Confined Space	Appendix C
Hazard Communication	Appendix D
Hearing Conservation	Appendix E
Laboratory Safety	Appendix F
Respirator Program	Appendix G
Sewer/Lift Station	Appendix H

Appendix A
Town of Crested Butte
Administrative Loss Control

POLICY STATEMENT

Accidents and injuries to Town of Crested Butte employees should deeply concern us all. These accidents cause untold suffering and financial loss to our employees and their families.

The Town of Crested Butte recognizes its obligation to provide the safest possible working conditions for its employees; and, in the event of an accident, prompt first aid and medical care to minimize personal injuries. This requires that employees be provided proper safety equipment and job instruction, that their work practices be frequently reviewed, and most important, that their work performance be properly supervised.

Because of the suffering, financial loss and hardships employee injuries cause to families, safety is of prime importance to every employee. Each employee must follow safe practices and obey safety rules.

Safety is a management responsibility. Department heads and supervisors must aggressively support the Safety Program. Management and supervisory personnel are responsible for the actions of their employees.

Accident prevention and efficient production go hand in hand. All employees, supervisors and managers must work continuously to promote safe practices and maintain property and equipment in safe operating condition.

Susan R. Parker, Town Manager

**APPENDIX B
TOWN OF CRESTED BUTTE
BLOODBORNE PATHOGEN PROGRAM**

SCOPE

It is the policy of the Town of Crested Butte to educate its employees on proper safety procedures and to emphasize a general awareness to minimize the exposure of Town employees to the hazards faced in the conduct of their duties. Administration of the Crested Butte Safety Manual and associated policies will be the responsibility of the Crested Butte Safety Committee. This committee will be made up of employee representatives of each department (function) within the Town. The actual make-up will be determined on an available resources basis as determined by the departmental supervisor.

PURPOSE

It is the responsibility of the Town of Crested Butte to provide a safe and healthful workplace for its' employees. In an effort to meet these requirements the Town of Crested Butte has developed this program using various approved techniques to prevent exposure to employees from health effects related to bloodborne pathogens. This Program will dictate what steps must be taken to limit/prevent employee exposure and what measures will be taken in the event an incident should occur.

COVERED EMPLOYEES

This program applies to all personnel who may have an exposure or contact with bloodborne pathogens as a direct result of their work assignment.

BLOODBORNE PATHOGEN PROCEDURE

It is the responsibility of each Department Head or his/her designee to ensure that his/her employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations has recently become threatened by life endangering infectious materials; therefore, it shall be the practice to provide employees with up-to-date safety procedures and information that will assist in minimizing potential exposure to bloodborne pathogens such as HIV and HBV, while increasing their understanding of the nature and potential risks of infectious materials, and an awareness of this practice. It is the responsibility of the employee to report any concerns or situations where the employee may perceive that she/she is unable to perform his/her duties in a safe and effective manner to their Department Head and/or Supervisor.

Any employee with a reasonable likelihood of exposure to bloodborne pathogens will have made available to them the "Hepatitis B" vaccine and vaccination series. Any individual involved in a potential exposure will also be sent to a licensed physician and be medically evaluated. Employees who decline the vaccination shall sign a release and it will be maintained indefinitely in their files.

PRACTICE/PERSONAL PROTECTIVE EQUIPMENT

1. The Bloodborne Pathogen Kit is an essential tool for clean up. Follow instructions in the kit.
2. Disposable latex exam gloves shall be worn when it can be reasonably anticipated that you may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin. Gloves will be replaced when contaminated, or if they are torn, punctured, or when their ability to function as a barrier is compromised.
3. Masks, eye protection, face shields, masks in combination with eye protection devices such as goggles or safety glasses with side shields, or chin length face shields, shall be worn whenever splashes, spray, splatter, droplets of blood, or other potentially infectious materials may be generated and eye, nose, and mouth contamination can be reasonably anticipated. "Appropriate" personal protective body clothing shall be worn in occupational exposure situations dependent upon the task and degree of exposure anticipated. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes, under normal conditions of use, and for the duration of time which the protective equipment ensemble can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal personal protective equipment.
4. Respiratory assist devices shall be used whenever possible. Mouth-to-mouth resuscitation will be performed only as a last resort, if no other equipment is available. The Town has supplied the first aid kits with pocket masks with one-way valves to minimize the need for mouth-to-mouth resuscitation.
5. Take special care when handling sharp instruments, needles, objects, and/or glass. Sharps (when discovered by an employee) will be placed in the Body Fluid Kit Container. Containers will be taken to one of the area medical clinics where they will be disposed of properly.
6. Personnel shall apply bandages or small dressings on themselves to any cuts, abrasions, insect bites, etc. in order to protect themselves from infectious materials.
7. The single most effective means available for prevention of the spread of various diseases is to wash your hands as soon as possible after contact with any infectious materials. Perform a thorough hand washing with soap and water after contact.

8. All contaminated work clothes will be washed by a vendor hired by the Town of Crested Butte. Under no circumstances should you wash them at home.
9. Contaminated equipment shall be cleaned with a disinfectant consisting of water and bleach. Bleach solution should be one (1) part bleach to ten (10) parts water.
10. If you believe you have had an exposure, i.e. needle stick, body fluid in eyes, blood on skin, etc. (especially if you have an open area such as a cut or abrasion), notify your Department Head or Supervisor, or treating physician, and follow the exposure control procedure below.

EXPOSURE CONTROL PROCEDURE

1. Exposed person notifies Department Head or Supervisor and reports to Elk Avenue Medical Center or Crested Butte Family and Sports Medicine Clinic.
2. Employee fills out Employee Written Notice of Injury.
3. Treatment will be per treating physician protocol.
4. Treating physician will contact employee when lab results are back to verbally give blood test results.
5. Treating physician will then counsel the employee as per protocol.
6. Treating physician will maintain one copy and send one copy of a written opinion to the employee. In the event of a claim filed by the employee for contraction of a bloodborne pathogen, Town of Crested Butte is entitled to access the written opinion. The Written opinion will be completed within fifteen (15) days of completion of the evaluation.

**APPENDIX C
TOWN OF CRESTED BUTTE
CONFINED SPACE PROGRAM**

INTRODUCTION

The term "confined space" is often misunderstood. The following introductory section is designed to be educational: it explains confined spaces and outlines their characteristics and hazards, with an explanation of the Town's confined space program. Also see safety rules regarding confined spaces in the Town's Safety Manual.

What is a confined space?

Unlike a trench or excavation, 'confined space' is not something easily visualized by the mind. Part of the reason for this is that a confined space can be almost anything. However, it does have some common components that we can define.

1. It is not designed primarily for human occupancy.
2. It has restricted entry and exit...hence, **confined**.
3. It may contain a hazardous condition.

This third component is particularly hard to pin down: these spaces just as likely may **not** contain any hazardous condition. The unknown element here is a particular hazard with confined space because it can lull people into a false sense of security. This uncertainty is particularly true with atmospheric hazards which may not be readily perceived by the senses. Besides atmospheric hazards, other hazards that may be encountered in a confined space can be mechanical, electrical, entrapment, and engulfment.

What are some typical confined spaces?

In a municipality, sewer lines and manholes are among the most commonly encountered confined spaces. However, other common confined spaces found in municipal operations might include:

- storage tanks and trash containers
- utility pits
- tank trucks and trash trucks
- storm sewers
- lift stations
- trenches

Again, however, a confined space may be any space meeting the above three criteria, and failing to recognize or identify a confined space can be a hazard in itself.

Why are confined spaces hazardous?

The word that best describes the hazardous nature of a confined space is: "uncertainty". Often the conditions within a confined space appear benign. Workers enter such spaces routinely to make repairs, perform maintenance work, check readings of gauges or meters, clean, etc. At such times, the conditions within the confined space may have been harmless. In many instances the worker has performed the task within the confined space repeatedly without incident. Thus, the worker is lulled into a false sense of security that the space will always be harmless, or that any necessary escape from the space will be quick and easy.

However, because the space is **confined**, toxic or flammable atmospheres may become contained and concentrated. Mechanical or electrical hazards may be in direct proximity to the worker where they can be mangled or electrocuted. The worker can become entrapped or engulfed by material within the space. Because, by definition, a confined space has restricted entry and exit, escape becomes difficult or impossible. The worker thus may be seriously or fatally injured.

Another reason confined spaces can be hazardous is that workers fail to recognize a confined space as being such. It is important for the municipality to first identify every confined space that it has as the first step in a confined space safety program.

What are some of the common hazards?

Atmospheric Hazards

Atmospheric hazards can vary depending on the type of confined space. However, one potential atmospheric hazard common to most confined spaces is oxygen deficiency. There are numerous conditions that can cause oxygen deficiency. Furthermore, insufficient oxygen is a condition that cannot be sensed by the worker. The end result may be that the worker enters the space, gradually becomes faint, passes out, and perhaps dies from this lack of adequate oxygen.

Another common atmospheric hazard in sewers and manholes is sewer gas or hydrogen sulfide. Because it is heavier than air, this gas settles near the bottom of the confined space. In small concentrations, its typical 'rotten egg' smell is easily recognized. However, in higher concentrations it may not be smelled and can immediately cause unconsciousness. The worker can be dead in a matter of a few seconds.

Flammable or toxic atmospheres are another risk. Hydrogen sulfide, methane, carbon monoxide can all reach levels of explosive concentration. Petroleum products fumes can

often be encountered in many confined spaces, as well as fumes of other flammable chemicals. A match, a spark from a hammer, static electricity, lighting a welding torch... all can easily cause an immediate explosion. Gases such as hydrogen sulfide and carbon monoxide are also very toxic and can cause death in relatively low concentrations.

Mechanical Hazards

Some confined spaces may contain mechanical equipment with sharp blades or other moving parts that can become accidentally energized and mangle a worker. Stored energy from springs or counterweights, for example, can be accidentally triggered causing the mechanical equipment to move suddenly and injure the worker.

Electrical Hazards

Like mechanical hazards, a confined space may also contain electrical equipment that can accidentally become energized and electrocute the worker.

Entrapment

Workers can become trapped within a confined space and die from exposure. The space can be unknowingly closed trapping a worker inside. Workers can drown inside a water line when an upstream valve is unknowingly opened. Some substances, such as asphalt, can cause entrapment due to their viscosity or "stickiness."

Engulfment

An example of this type of hazard would be a salt or sand bin where a worker walking on the surface of the substance in the bin can literally be swallowed by the motion of the material and suffocate.

In addition to these possible hazards, confined spaces may contain excessive heat causing heat exhaustion or can contain excessive noise requiring hearing protection. Dim or inadequate lighting may increase the likelihood of accident and injury.

What precautions are needed in confined spaces?

Identify All Confined Spaces

You should begin by identifying every confined space that workers may be required to enter within the scope of their work. Applicable employees then need to be informed of the existence, locations and dangers of these spaces by posting danger signs or other equally effective means.

Permit Entry System

Many injuries and deaths occur in confined spaces because a worker enters a confined space without telling anyone or because management fails to alert the worker to a known hazard that the worker may be unaware of. To prevent these tragic occurrences, a permit entry system needs to be developed. Such a system requires that a permit be completed

for any worker to enter into a confined space. The permit forces both the worker(s) and management to recognize the confined space as being a hazard, identify the hazards that may be encountered upon entry, require any testing of the atmosphere, safety equipment, attendants, rescue equipment, etc. OSHA regulations and the Town of Crested Butte Safety Regulations (provided at the end of this section) require the use of a permit entry system when entering confined spaces.

Testing

Testing for atmospheric hazards is also an OSHA requirement. Many hazardous atmospheres cannot be detected by our sense of smell. These include carbon monoxide, oxygen deficiency, methane, and large concentrations of hydrogen sulfide. Without testing, the worker's first clue to the presence of the hazard might be sudden collapse and subsequent death. Testing of a confined space thus becomes critical. Furthermore, since such hazardous substances tend to be heavier than air and displace air, testing of the confined space must be done **at the bottom** of the confined space especially, although the rest of the space also needs to be tested.

Safety Equipment

The permit entry system needs to address individual items of safety equipment needed for each confined space. This might include respirators, hard hats, safety harnesses, etc. This would also include emergency equipment necessary for any rescue such as a rescue tripod, winch, first aid kit, etc.

Monitoring

For prolonged periods of work in a confined space, provision for continued monitoring of the space may be necessary. Portable monitoring devices may be needed to detect and warn workers of changing atmospheric hazards.

Ventilation

One of easiest methods of reducing or eliminating hazardous atmospheres, particularly in manholes and sewer lines, is through ventilation. Mechanical blowers can eliminate many hazardous atmospheres if properly set up and used.

Observation

No worker should enter a confined space without a trained attendant standing by to summon help or operate a man-lift in the event of an emergency. The attendant is part of the permit entry system.

Training

As with any hazardous activity, training is essential to prevent accidents and fatalities. Equally important is the periodic use of emergency drills. Such drills help ensure that employees respond properly in emergency situations. Training should be documented and records maintained. Contact Risk Management or the insurance loss control representative for confined space training.

On the previous pages are listed the safety regulations that apply to all Town operations when a confined space must be entered. However, some Town locations may have their own specific confined space entry program. If you are working in one of these areas, consult this program for more detailed instruction.

Appendix D
TOWN OF CRESTED BUTTE
HAZARD COMMUNICATION PROGRAM

INTRODUCTION

The following introduction describes the purpose and scope of Hazard Communication programs. It is intended to assist in educating safety representatives and employees concerning hazardous substances, and provide guidance in implementing facility-specific Hazard Communication Programs. Each facility which deals with hazardous substances must have a Hazard Communication Program conforming to these general guidelines. Following the Introduction is the section which includes the hazard communication safety regulations for use throughout the Town of Crested Butte, and in facilities without a facility-specific program.

The basic goal of a Hazard Communication Program is to provide information to Town of Crested Butte employees about the chemical hazards they work with and how to protect themselves. This knowledge, in turn, should help to reduce the incidence of chemical source illnesses and injuries.

About 32 million workers are potentially exposed to one or more chemical hazards. Chemical exposure may cause or contribute to many serious health effects. Also, chemicals may also present safety hazards and have the potential to cause fires, explosions and other serious accidents.

Given that the Town of Crested Butte has exposure to these or other hazardous chemicals, it is prudent for all facilities using chemicals to have a program. The following outlines the requirements of such a program and explains the various elements.

There are five basic requirements of Hazard Communication Program.

1. A written plan must be established explaining how the Hazard Communication Program works for the facility and who is responsible for various items in the implementation of the program.
2. An inventory of on-site chemicals must be assembled on a list that identifies each one of them consistently with the label.
3. A procedure must be developed for inspecting, creating, and maintaining container labels.
4. Material Safety Data Sheets (MSDS) must be collected for all products containing more than one percent of a hazardous chemical. These sheets must be accessible to employees, contractors and medical personnel.

5. Employees must be trained regarding the possible chemical hazards specific to their worksite. This training should also include procedures for safe handling of chemicals and protective devices that should be worn to limit exposure in the event of a spill or release.

LIST OF HAZARDOUS CHEMICALS

Each Town of Crested Butte department will make a list of all hazardous chemicals and related work practices used in the facility, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in different process areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical.

MATERIAL SAFETY DATA SHEETS (MSDS's)

MSDS's provide you with specific information on the chemicals that you use. Each department will have a binder containing the MSDS on every substance used by that department. Town of Crested Butte management will ensure that each work site maintains a MSDS for hazardous materials in that area. MSDS's will be made readily available to you at your workstations during your shifts.

Each Town of Crested Butte department is responsible for acquiring and updating MSDS's. He or she will contact the chemical manufacturer or vendor if additional research is necessary or if a MSDS has not been supplied with an initial shipment.

LABELS AND OTHER FORMS OF WARNING

Each Town of Crested Butte department will ensure that all hazardous chemicals in their respective departments will be properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warning, and the name and address of the manufacturer, importer or other responsible party. Each Town of Crested Butte department will refer to the corresponding MSDS to verify label information. Containers that are shipped from the plant will be checked by that department to make sure they are properly labeled.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Pipes or piping systems will not require a label but will be identified as to its contents.

HOW TO IDENTIFY HAZARDOUS CHEMICALS

The responsibility for determining whether a chemical is hazardous lies with the chemical manufacturer or importer of a chemical. As a user of chemicals, you may rely on the evaluation received from these suppliers through labels on containers and material safety data sheets (MSDS's).

Chemicals considered to be hazardous are those regulated by OSHA in 29 CFR Part 1910, Subpart 2, Toxic and Hazardous Substances, those included in the American Conference of Governmental Industrial Hygienist (ACGIH) latest edition of Threshold Limit Values for chemical substances and physical agents in the work environment, those found to be suspected or confirmed carcinogens by the National Toxicology Program in the latest edition of the Annual Report on Carcinogens, or by the International Agency for Research on Cancer (IARC) in the latest edition of their IARC monographs.

MATERIAL SAFETY DATA SHEET INFORMATION

Each MSDS contains the following information:

1. Product or chemical identity used on label.
2. Manufacturer's name and address.
3. Chemical and common names of each hazardous ingredient.
4. Name, address, and phone number for hazard and emergency information.
5. Preparation or revision date.
6. The hazardous chemical's physical and chemical characteristics, such as vapor pressure and flash point.
7. Physical hazards, including the potential for fire, explosion, and reactivity.
8. Known health hazards.
9. OSHA permissible exposure limit (PEL), ACGIH threshold limit value (TLV) or other exposure limits.
10. Emergency and first aid procedures.
11. Whether OSHA, NTP, or IARC list the ingredients as a carcinogen.

12. Precautions for safe handling and use.
13. Control measures such as engineering controls, work practices, hygienic practices or personal protective equipment required.
14. Primary routes or entry.
15. Procedures for spills, leaks, and clean up.

HAZARD COMMUNICATION TRAINING

Each Town of Crested Butte department will be responsible for conducting training. The format of the program to be used will include:

1. Audiovisuals
2. Classroom instruction
3. Review of the MSDS's for chemicals used in their respective departments

Each new employee will receive Hazard Communication Training at the time of their initial assignment and all employees will receive training when a new hazard is introduced into the work place.

Each employee will also be trained when he or she may be exposed to new hazards and possible exposure situations when working on or near another employee's worksite.

RECORD KEEPING REQUIREMENTS

1. Each department will retain a list of hazardous chemicals used at this facility.
2. Each department will retain in writing the training materials presented for specific chemicals that employee's handle.
3. Each department will retain training records of employee's to show that training has been completed.
4. Each department will retain a copy of the Hazard Communication Program and this program will be up dated annually.
5. Each department will maintain records that are required of the Hazard Communication Program.

Appendix E
TOWN OF CRESTED BUTTE
HEARING CONSERVATION PROGRAM

INTRODUCTION

This program will provide Town of Crested Butte employees with the necessary information to protect an employee's hearing. Hearing loss can occur from a variety of workplace sources. These sources include motorized equipment, jackhammers, pressurized washers, lawnmowers, snowblowers, etc. Employees, who receive noise exposure greater than eighty-five (85) decibels on a routine basis, will be covered by this Program. Therefore, it will be determined which job classifications will be included in this Program. This Program will dictate what steps must be taken to reduce employees to elevated noise exposure. It is imperative that each Department determine where the noise levels are excessive. Each Town of Crested Butte Department will then develop their own Hearing Conservation Program.

COVERED EMPLOYEES

The following job classifications will be covered by the Town of Crested Butte Hearing Conservation Program. These job classifications were selected based upon noise monitoring data from known work operations.

The following job classifications are covered by this program:

- Water and Wastewater personnel
- Heavy equipment operators
- Welders
- Maintenance Mechanics
- Park Maintenance Crews

NOISE SURVEYS

Noise surveys will be conducted on jobsites where Town of Crested Butte personnel will be working. These surveys will indicate the need for this Program, employee training or additional monitoring.

Area noise surveys will be developed to determine potential sites for employee exposure to excessive noise levels.

Personnel noise surveys will then be conducted to determine actual employee exposure. The purpose of this survey is to identify any work assignment that results in worker noise exposure in excess of eighty-five (85) dBa. The survey will identify which tasks are in excess of eighty-five (85) decibels for a routine workday.

From this data the need for a Hearing Conservation Program will be established.

NOTIFICATION OF EMPLOYEES

Town of Crested Butte employees will be informed of the results of surveys if they receive noise exposures greater than ninety (90) dBa. The form at the end of this section will be sent to the employees when the report is completed. This notification will be made within fifteen (15) working days from the time the survey was taken. This notification will be kept in the following locations:

One (1) copy will be given to the employee.

One (1) copy will be maintained in the Town of Crested Butte Human Resources Office.

PERSONAL PROTECTIVE EQUIPMENT

Personnel exposed to noise levels greater than eighty-five (85) decibels will be supplied with one of the following types of hearing protection.

- Ear muffs
- Earplugs

Information regarding each of these types of hearing protection is available upon request and is also available on the container of the hearing protection device.

Employees shall have the opportunity to select the hearing protection of their choice. This hearing protection shall be provided by the Town of Crested Butte at no expense to the employee. Town of Crested Butte Management shall ensure that proper training, initial fitting, testing and correct use will be provided to each employee who wears this hearing protection in his or her assigned duties.

Town of Crested Butte employees who are not in the Hearing Conservation Program will also be required to wear hearing protection if they work in elevated noise locations. Employees will also receive training regarding the proper manner to wear hearing protection and the risks associated with elevated noise exposures.

EMPLOYEE TRAINING

A hearing conservation training program will be provided to all employees in the Town of Crested Butte Hearing Conservation Program. The contents of this training program are listed below:

- Effects of noise on hearing
- The mechanics of noise
- The mechanics of the ear
- Sources of noises in the Town of Crested Butte
- Methods of noise control
- Use of hearing protectors
- Advantages and disadvantages of hearing protectors
- Proper fitting of hearing protectors
- Types of hearing protection available
- Discussion of the Town of Crested Butte Hearing Conservation Program
- Audiometric testing procedures
- Noise instrumentation
- Final examination

It is understood that anyone working in these elevated noise areas will wear hearing protection. These employees will receive training before they use hearing protection.

Refresher training will be conducted on an annual basis for individuals included in the Town of Crested Butte Hearing Conservation Program.

AUDIOMETRIC TESTING

Individuals whose exposure equals or exceeds an eight (8) time-weighted average (TWA) of eighty-five (85) decibels or greater will receive audiometric testing (hearing test).

Within six (6) months of an employee's first known exposure at or above this level, a valid baseline audiogram will be established. Annual audiograms will then be conducted for all employees in the Town of Carbondale Hearing Conservation Program.

The purpose of an audiogram is to identify a shift in an individual's hearing ability. In other words, if a person receives an overexposure to noise the hearing ability of the individual is impaired somewhat. The audiogram will indicate if this impairment or shift has resulted. This shift can occur at a number of different frequencies. The ear is capable receiving sound from 20 to 20,000 Hertz. The speech frequency ranges from 2000 to 6000 Hertz. Unfortunately, this is the range that controls our ability to hear. Temporary shifts can be acceptable for short periods, but a permanent shift can not be tolerated nor can it be reversed. The audiogram will identify the areas in which an individual can hear or not hear.

An initial baseline is taken on each employee included in the Town of Crested Butte Hearing Conservation Program. Annually, thereafter, an audiogram is taken and the results are compared with the baseline. If there is a change in the results it may be possible to identify a potential noise source that is contributing to this loss. It is the role of the Town of Crested Butte Hearing Conservation Program Management to interpret the comments of the physician or audiologist who reviews the audiograms and apply it to the workplace. In some instances the time an individual is not in the workplace can contribute to this shift in hearing. Through interviews with employees, the hearing exposure history may lead to a pattern or potential noise source that is not work related.

This is but a part of the reasoning behind an audiogram. The procedure and interpretation of the results will be discussed during the training aspect of the Town of Crested Butte Hearing Conservation Program. Audiometric Testing Records shall be maintained by the following Town of Crested Butte Human Resources Department.

RECORDKEEPING

The Town of Crested Butte Hearing Conservation Standard requires that records be maintained on individuals who are included in a Hearing Conservation Program. The following records will be maintained by the Town of Crested Butte:

- Area noise surveys
- Personnel noise surveys
- Employee notification of elevated noise level exposures
- Training provided to employees
- Results of audiometric testing

APPENDIX F
TOWN OF CRESTED BUTTE
LABORATORY SAFETY PROGRAM

This program sets forth the basic fundamentals regarding laboratory safety. Employees who work in the laboratory, Town of Crested Butte employees, visitors and vendors will comply with the basic aspects of this program.

This program will address the following issues often related to laboratories:

1. Chemical Hygiene Plan
2. Responsibilities
3. Laboratory Risk Assessment
4. General Safety Rules
5. Chemical Storage
6. Chemical Spills
7. Laboratory Evacuation
8. Personal Protective Equipment
9. Laboratory Equipment

The following people should be covered by the Town of Crested Butte Laboratory Safety Procedure:

1. LAB WORKERS
2. LAB JANITORS
3. LAB VISITORS
4. LAB MANAGEMENT
5. ANYONE IN THE LAB

CHEMICAL HYGIENE PROGRAM

A Chemical Hygiene Plan is designed to provide vital information for personnel who routinely work in a laboratory or must enter a laboratory. A Chemical Hygiene Plan consists of the following key elements:

1. Written Plan
2. Material Safety Data Sheet (MSDS) Manual
3. Container Labeling
4. Employee Training

A written plan contains the overall operation of the Chemical Hygiene Plan. Most of the material contained in this section would be part of an effective Chemical Hygiene Plan.

A MSDS Manual contains the necessary information of all chemicals used in the laboratory. The manufacturer of the chemical usually supplies the necessary MSDS's to the laboratory. The MSDS Manual must be placed in a conspicuous location.

All containers should have the following information on the label:

5. Name of the product
6. Manufacturer of the product
7. Address or Telephone number of the manufacturer
8. Hazardous warning properties (flammable, poison, toxic, etc.)

Employee training must be done for every employee coming in contact with hazardous chemicals. This training should be done at least annually. Training records should be maintained for all employees cover by this Plan.

RESPONSIBILITIES

The Town Of Crested Butte Management will ensure that all personnel entering a laboratory will be familiar with the various risks associated with their work. Visitors should not be allowed to visit areas unless they have been properly trained. Some key responsibilities of Management include the following:

1. Keep records of employee exposures to regulated hazardous chemicals
2. Provide Information and Training

3. Prepare, implement and maintain a written Chemical Hygiene Plan (CHP)
4. Provide Personal Protective Equipment (PPE)
5. Hazard Identification
6. Provide for medical consultations\exams
7. Recordkeeping

LABORATORY RISK ASSESSMENT

Town of Crested Butte Laboratory Management will determine what potential hazards are expected when working or visiting a laboratory. Numerous references are available that identify potential problems. Hazards include but are not limited to fire, chemical burns, carcinogens, broken glassware, mercury, biological hazards, etc.

GENERAL LABORATORY SAFETY RULES

When working in any laboratory the following rules apply:

1. Comply with Emergency Evacuation procedures.
2. Access to eyewash/drench hoses, safety showers, and fire extinguishers must be kept clear.
3. Eating and drinking in the laboratories and animal rooms is forbidden.
4. Adequate eye protection must be worn in areas where there is the potential for eye injury.
5. Open toed shoes and sandals are not acceptable footwear in laboratories or animal rooms.
6. All fires that cannot be extinguished with a fire extinguisher must be reported immediately.
7. Fires that have been extinguished must be reported to your area supervisor, the Safety office and to the Maintenance Department.
8. Immediately report any work related illness or injury to your Supervisor and the Occupational Health Department.

9. Tasks that represent unusual hazards must be reviewed with the appropriate supervisor before they are conducted.
10. Labels on containers must not be defaced, and all containers of chemicals stored in common areas must be labeled as to the contents, hazards, name of the owner and date.
11. When working with select carcinogens, comply with all safety procedures.
12. Gas cylinders must be secured whether in use or stored.
13. Regulators must be removed and caps used when moving cylinders.
14. Materials with offensive odors must be decontaminated before disposal.
15. Do not modify electrical equipment yourself! Contact a Licensed electrician.

Before you leave your work area each day, check the area to ensure:

- Overnight operations are properly set-up and waterlines are adequately clamped
- Heat sources are turned off
- Hoods sashes are closed
- Chemicals and biological agents are stored properly

CHEMICAL STORAGE

Remember these important points when storing chemicals.

1. Acids are incompatible with bases, flammable solvents, oxidizers
2. Cyanides should be stored separately from acids
3. Water reactive materials should be stored separately
4. Flammable materials with very low flashpoints should be stored in an explosion proof refrigerator
5. Peroxidizable chemicals must be dated when opened, disposed of when required per safety manual.
6. Keep on hand only those chemicals that you have room to store properly.

CHEMICAL SPILLS

All spills must be taken seriously. Injuries and illnesses have resulted when personnel are not adequately protected or trained to handle spills. Follow these simple rules when containing and cleaning spills:

1. Refer to the MSDS before attempting to clean a spill.
2. Notify your Supervisor of a spill in excess of 1 liter occurs.
3. Notify your Supervisor of a spill if it is a known human carcinogen.
4. Acquire all necessary personal protective equipment (PPE) before attempting to clean or contain a spill.
5. If you can not contain or clean up the spill then shut off necessary equipment, notify fellow workers, notify your Supervisor and immediately exit the area.
6. Never attempt to contain or clean up spills unless you have received proper training.
7. Report any accident, injury or illness immediately.

LABORATORY EVACUATION

Every employee must know how to safely exit from the laboratory. Every laboratory should have at least two (2) exits. Management must ensure that all employees can exit the laboratory if an emergency arises.

Take the following steps when evacuating a laboratory:

1. Stabilize reactions in progress.
2. Close fume hood sashes.
3. Notify other workers of the problem.
4. Notify your Supervisor of the problem.
5. Go to the designed collection point so that a head count can be taken.
6. Do not return until Town of Crested Butte Management has given approval.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is a vital part of any Laboratory Safety Program. Personnel must receive, be trained and expected to wear PPE when working with hazardous chemicals.

Follow these simple rules when using PPE:

1. Inspect equipment before using it.
2. Select the proper equipment for the job.
3. Replace damaged equipment immediately.
4. If you do not have the right equipment contact your Supervisor.
5. Never use PPE unless you have received proper training.

Most common types of PPE include:

- Gloves - rubber, butyl, latex
- Eye Protection - glasses, goggles, face shields
- Lab coats, aprons, scrubs
- Safety shoes
- Respirators

Remember the following points when using gloves:

- select gloves appropriate for the task
- check gloves for leaks
- double glove if necessary
- be alert to unusual sensations in your hands
- do not touch your face, telephone, etc with contaminated gloves
- use clean hand / dirty hand technique

Remember the following points when using eye and face protection:

- All eye protection used must be ANSI approved (“Z87” is stamped on the sidebar of ANSI approved eyewear)
- If your prescription glasses are not ANSI approved, you must wear safety glasses, safety goggles or a full face shield over them
- Safety glasses in good repair
- Splash goggles in good repair
- Full face shields fit properly
- All are available in various sizes

Remember the following points when using respirators:

- Respirators are an effective method of protection against designated hazards when properly selected and worn.
- Voluntary use of disposable respirators is encouraged where they will provide an additional level of comfort and protection for workers.
- When using respirators that are provided for voluntary use, you need to take the following precautions to be sure that the respirator itself does not present a hazard.
- If a respirator is used improperly or not kept clean, the respirator can become a hazard to you.
- Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the limitations of the respirator
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to prevent against. For example, a respirator designed to filter dust particles will not protect you against gasses or vapors
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

LABORATORY EQUIPMENT

This section deals with the proper use of biosafety cabinets, fume hoods and glassware. Care should be taken when using this equipment. Follow these simple rules when working with this equipment.

1. Read and follow all manufacturers' recommendations when using or operating this equipment.
2. Read and follow all warning labels contained on this equipment.
3. Learn how to use this equipment correctly.
4. Never store food or other personal items in this equipment.
5. Keep sashes down on fumehoods.
6. Don't store flammable liquids and equipment in hoods.
7. Limit traffic behind you.
8. Rinse all visible residues and chemicals from glassware.

9. Decontaminate/chemically destroy any biologically active or noxious materials before sending items to glassware.
10. Make sure that no sharps are in glassware bins.
11. Do not overload glassware bins.

**APPENDIX G
TOWN OF CRESTED BUTTE
RESPIRATOR PROGRAM**

INTRODUCTION

This program will provide the Town of Crested Butte employees with the means to properly select, use and maintain respiratory equipment.

SCOPE

The Town of Crested Butte has determined that each department will determine the specific need to use respiratory equipment. Each Town of Crested Butte Department will ensure that their employees will meet all necessary requirements of the Town of Crested Butte Respirator Program.

PURPOSE

It is the responsibility of the Town of Crested Butte to provide a safe and healthful workplace for it's' employees. In an effort to meet these requirements, all departments will conduct various surveys to determine whether the need for a Respiratory Protection Program exists. The employees who work in selected areas will be covered by this program. This program will dictate what steps must be taken to reduce employees to nuisance dust, respirable dust, toxic chemicals, etc.

COVERED EMPLOYEES

The following employee job classifications will be covered by the Town of Crested Butte Respirator Program. These employees were selected based upon workplace observations, total dust, respirable dust, and other known workplace chemical evaluations. Covered employees will be evaluated annually.

The following job classifications have been identified:

1. Parks and Recreation Pesticide/Herbicide Applicators
2. Wastewater Treatment personnel
3. Maintenance personnel who weld periodically
4. Maintenance personnel who paint periodically
5. Water treatment personnel working with chlorine in emergency situations.
6. Street sweeper department personnel

PERSONAL PROTECTIVE EQUIPMENT

The selection of respirators is based upon several factors. These factors include but are not limited to workplace air contaminants, employee fit test results, employee comfort and ease of use in the workplace. Employees are fit tested using the "Rainbow Passage". This passage is discussed in Fit Testing Procedure and Results. It has been determined through site inspections and surveys that the primary type of respirator required is either Air-Purifying Respirators or Air Supplied Respirators.

Each department will list the types and models of respiratory equipment available at their respective facilities. That pertinent information will be found in this section of the Town of Crested Butte Respirator Program.

RESPIRATOR CARE AND MAINTENANCE

Respirators containing filters will be changed on a daily or shift basis. Employees will be furnished these types of respirators if they desire. These employees will be responsible for the care and maintenance of these respirators. Employees using respirators will use the following procedure to adequately clean their respirators.

1. Remove used or spent filter.
2. Examine all parts of the respirator (i.e. straps, inhalation valve, exhalation valve, etc.).
3. Wash the entire respirator in warm soapy water. The use of a mild disinfectant is recommended.
4. Shake or gently wipe all excess water from the respirator. Allow the respirator to air dry.
5. Re-examine the respirator when installing the new cartridges.
6. Report any damage or defects to your immediate Supervisor.
7. Do not make repairs on respirators.

Additional respirators will be available upon request. These respirators will be inspected monthly. These respirators will be stored in clean, dry locations. These respirators will be stored in their original containers or clean containers. Disposable dust respirators will be discarded at the end of the day or sooner if necessary.

Supervisors will periodically inspect the condition of respirators.

Air supplied respirators will be inspected periodically by qualified individuals. The air used in these systems shall meet "Grade D" specifications. Compressors used to fill tanks will be tested every six

(6) months. Guidelines developed by the Compressed Gas Association for "Grade D" specified air shall be met.

EMPLOYEE TRAINING

Town of Crested Butte employees will be adequately trained in the use of Air-Purifying Respirators or Air-Supplied Respirators. These employees will be trained in all aspects of these respirators. During this training session employees will also be fitted with an approved respirator. Records of employee training will be kept by the Town of Crested Butte Department where respirators are utilized. TRAINING IS REQUIRED ANNUALLY.

A training outline used to discuss Respirators is given below that may be used as a suggested guideline for air purifying and air supplied respirators. It is strongly recommended that a training outline be prepared that is specific for each respective department.

I. INTRODUCTION

- A. Uses
- B. Advantages
- C. Disadvantages
- D. Limitations
- E. Fit Testing
- F. OSHA Eleven Point Program
- G. Employee Qualitative Fit Test

II. TYPES OF RESPIRATORS

- A. Dust
- B. Mist
- C. Fume
- D. Organic Vapor
- E. Supplied air

III. APPLICATION

- A. Nuisance Dust
- B. Total Dust
- C. Respirable Dust
- D. Silica
- E. Welding Fumes
- F. Degreasing vapors
- G. Acids/Bases
- H. Toxic chemicals

IV. ADVANTAGES

V. DISADVANTAGES

VI. LIMITATIONS

- A. Air purifying
- B. Air supplied

VII. FIT TESTING

- A. Negative Test
- B. Positive Test
- C. Banana Oil Test
- D. Irritant Smoke Test

VIII. OSHA ELEVEN POINT PROGRAM

- A. Written program
- B. Equipment selection
- C. Care and Maintenance
- D. Medically fit
- E. Knowledge of hazards
- F. Recordkeeping

IX. EMPLOYEE FIT TEST EXERCISE

- A. Irritant Smoke Test
 - 1. Fit mask
 - 2. Close eyes
 - 3. Negative test
 - 4. Positive test
 - 5. Read "Rainbow Passage"

X. QUESTIONS AND ANSWERS

- A. Equipment
- B. Fit tests
- C. Applications
- D. Advantages/disadvantages

FIT TESTING PROCEDURE AND RESULTS

During the training phase of the Town of Crested Butte Respirator Program, employees will receive fit testing of their respective respirators. Employees will be assured of a positive fit. Fit testing will be done on an annual basis. The following procedure will be used:

1. Properly don an air purifying respirator
2. Conduct a Negative Pressure Test
3. Conduct a Positive Pressure Test
4. Close their eyes
5. Irritant smoke will be passed over the respirator
6. Employees will read the "Rainbow Passage"

7. If a leak is found, the test will be repeated
8. After the test a form will be completed describing the test and the type of respirator that was used for the test.

The "Rainbow Passage" is a phrase that is used to show that an adequate seal can be maintained when wearing a respirator. The passage requires the jaw to move various positions that could result in a leak. The employee will repeat the "Rainbow Passage" while wearing a respirator during the test. The "Rainbow Passage" reads as follows:

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long, round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow.

Copies of each employees fit test results will be kept by the Town of Crested Butte Department that utilizes respirators.

Sample Form:

TOWN OF CRESTED BUTTE RESPIRATOR FIT TEST

1. DATE: _____
2. EMPLOYEE TESTED: _____
3. EMPLOYEE BIRTH DATE: _____
4. SIGNATURE: _____
5. TYPE OF RESPIRATOR: _____
6. RESPIRATOR MODEL: _____
7. POSITIVE FIT TEST: _____
8. NEGATIVE FIT TEST: _____
9. QUALITATIVE FIT TEST: _____
(IRRITANT SMOKE)
10. TEST CONDUCTED BY: _____
11. SIGNATURE: _____

RECORDKEEPING REQUIREMENTS

There are several records that shall be maintained in accordance with the Town of Crested Butte guidelines. Those records are listed below:

1. Documentation to demonstrate employee medical fitness to wear a respirator.
2. Care and maintenance schedule of all air purifying and air supplied respirators.
3. Proof of training.
4. Employee fit test results.
5. Documentation to show that annual reviews have been made on the Town of Crested Butte Respirator Program.

**APPENDIX H
TOWN OF CRESTED BUTTE
SEWER AND LIFT STATION SAFETY**

Sewers and lift stations present a variety of hazards. These workplaces could contain toxic chemicals, oxygen deficient atmospheres, biological hazards and physical hazards such as slips, trips or falls. Biological hazards could be Bloodborne Pathogens such as AIDS or Hepatitis. Biological hazards could also include parasites. Extreme caution is required when entering into these work spaces.

The following rules apply to the entry into sewers and lift stations.

1. Employees must receive Confined Space training.
2. Employees must receive Bloodborne Pathogen training.
3. Determine the scope of work to be done. The work could include repairs, grouting, welding, painting, blasting, etc.
4. Determine what type of personal protective equipment will be required. The PPE could be protective clothing, eye protection, head protection, gloves or perhaps a respirator. If you are not sure of what to wear- Contact Your Supervisor before beginning work!
5. Inspect the area before entering the jobsite.
6. Whenever possible, active sewer lines should be blocked or isolated when personnel must work inside.
7. Look for hazards such as animals, insects, and other biological hazards.
8. Note the condition of the walking and working surfaces.
9. Test the air to determine if adequate ventilation is available.
10. Let someone know that you are entering the work space.
11. Whenever possible, assign an attendant to stand outside the sewer or lift station when personnel are working inside.
12. Whenever possible, the worker should wear a safety harness and retrieval system in the event an employee must be removed immediately.
13. All employees entering a sewer or lift station must be familiar with the Town of Crested Butte Evacuation Program.

14. Radio communication should be available at all sewer or lift station entry operations.
15. All employees entering sewers and lift stations should attend a first aid/CPR course.
16. Report unsafe conditions to your Supervisor immediately.
17. Report injuries and illnesses to your Supervisor immediately.
18. Minimize the amount of time spent in sewers and lift stations.
19. Watch your step when entering sewers and lift stations.
20. Watch for changing conditions when working in these work spaces.
21. Carefully inspect all of the confined space equipment before and after the job.